



Care to Learn Scheme Application Form (Under 20) 2025-2026

Care to Learn is a government funded scheme that is available to students under the age of 20 and is available for publicly funded courses in England. To qualify for Care to Learn the eligibility is as follows:

- You are a parent under 20 at the start of the course
- You are the main carer for the child
- You live in England
- You're either a British Citizen or have a legal right to live and study in England
- Your course qualifies (publicly funded course in England)
- Your childcare provider qualifies (registered with Ofsted / Ofsted registered childminder agency)

Student Details – Please complete this form fully.		
Name:	Student Ref No:	
Full Address:	Date of Birth:	Age on 31 st Aug 2025:
Email Address:	Mobile No:	
Name of course you are studying:		
Campus of study:	Havant Campus <input type="checkbox"/>	South Downs Campus <input type="checkbox"/> Alton <input type="checkbox"/>

RESIDENCY CONDITIONS:

Are you a British/Irish Citizen? <i>(Please provide proof of residency i.e. bank stmt./utility bill)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/> <i>(if no please answer next question)</i>
Please confirm what your immigration status is within the UK from this eligibility list? <i>(delete as appropriate and provide paperwork)</i>	Asylum seeker / Refugee status / Humanitarian protection / Discretionary or indefinite leave to remain / indefinite leave to enter / limited leave to enter or remain / leave outside of the rules.

CHILDRENS DETAILS:

Please note which childcare provider the child(ren) will attend and provide a copy of the birth certificate and/or the child benefit award letter (for each child you are claiming for) when submitting this form.

Name(s) of children who you are applying for childcare costs for	Age	Date of birth	Proposed childcare setting	Are childcare Travel costs required
1.				Yes <input type="checkbox"/> No <input type="checkbox"/>
2.				Yes <input type="checkbox"/> No <input type="checkbox"/>
3.				Yes <input type="checkbox"/> No <input type="checkbox"/>

STUDENT DECLARATION:

- By submitting this application, you are agreeing to all the conditions and eligibility criteria of the Care to Learn scheme.
- I understand that no payments will be made to the childcare provider until my application has been fully approved by HSDC.
- I understand that the maximum amount payable towards childcare costs per week (including any associated travel costs) cannot exceed £180.00, and that anything over this amount will be my responsibility to cover. Childcare hours can include up to an additional half an hour at start and end of session to cover travelling time between college and childcare provider.
- I understand that both my child's attendance and my own must be verified before any payments can be made. Where a payment cannot be made due to absences then any financial liability that is still due to the childcare provider becomes my responsibility.
- I understand that I may only claim Care to Learn if I fulfil the residency conditions and that it is my responsibility to advise HSDC of any changes to my residency.
- I confirm I am the main carer for the child(ren) detailed in this application and that I am claiming/in receipt of the child benefit for the child(ren).
- I will tell HSDC immediately if I stop taking my child(ren) to the childcare provider detailed or if I change childcare providers.
- I will advise HSDC immediately if I become aware that my childcare provider has become de-registered with Ofsted.
- I will advise HSDC immediately if my claim for child benefit ceases, is refused or I am no longer in receipt of it for the child(ren) detailed in this application.
- I will advise HSDC if I become eligible for other childcare funding (i.e. government early years funding) or from any other source.
- I confirm that all the information I have given is correct and complete to the best of my knowledge. I understand that giving any false information which may lead to wrongfully claiming financial help from the college, may result in any future assistance being stopped and any incorrectly paid funds being recovered. I also understand that using any false information may result in a referral to the police.
- I agree to HSDC processing personal data contained in this application form for the purpose of administering Financial Assistance. I understand that, if applicable, any bank details on this form will only be used for processing refunds and the college will adhere to relevant data protection policies & procedures. Should you require any further information, regarding the processing of your personal data, then please contact dataprotection@hsvc.ac.uk

Name:			
Signature:		Date:	

Please return this form to the relevant campus with any required documentation to: HSDC, Student Travel & Support:

- Alton Campus, Old Odiham Road, Alton. GU34 2LX
- Havant Campus, New Road, Havant, PO9 1QL
- South Downs Campus, College Road, Waterlooville, PO7 8AA

If you have any enquiries about this application, you may email Havant & South Downs Campuses on travelandsupport@hsvc.ac.uk

If you have any enquiries about this application, you may email Alton Campuses on: travelandsupport@alton.hsvc.ac.uk

CHILDCARE PROVISION SECTION

Please ask your chosen childcare provider to fully complete and sign this childcare provision section.

Name of childcare provider:	
Address of childcare provider (including postcode):	
Type of childcare provision:	Early Years nursery/pre-school <input type="checkbox"/> Childminder <input type="checkbox"/> Specialist provision <input type="checkbox"/> Out of school club <input type="checkbox"/> Creche <input type="checkbox"/> Other <input type="checkbox"/> - please state _____
Phone number:	
Email address:	
Main point of contact:	

If you are a childminder, please answer this additional question.

Are you registered with an Ofsted registered childminder agency? If yes, please complete the additional childminder agency form at the end of this form.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
--	--

REGISTRATION DETAILS:

Please provide a copy of your Ofsted registration when returning this form.

Ofsted registration number:	
School's Unique Reference Number (URN) if applicable:	

CHILDCARE PLACEMENT DETAILS:

Please enter the details for each child (from this application form) in your care.

Child name	Start date	End date	Total Weekly childcare hours	No. Government funded hours	No. Payable hours
1.					
2.					
3.					

How do you charge for childcare places? <i>Please confirm your rates in the box below.</i>	Hourly <input type="checkbox"/> Half day <input type="checkbox"/> Full day <input type="checkbox"/> Weekly <input type="checkbox"/> Sessions <input type="checkbox"/>
Are charges applied during half terms & seasonal holidays to retain a child's space?	Yes <input type="checkbox"/> / No <input type="checkbox"/> £
Do you charge a registration fee?	Yes <input type="checkbox"/> / No <input type="checkbox"/> £
Do you require a deposit?	Yes <input type="checkbox"/> / No <input type="checkbox"/> £

Please indicate the weekly costs for each child you have indicated you provide childcare for.

Child	Hourly/session charge	Extras charged	Please provide details of the extras charged
1	£	£	
2	£	£	
3	£	£	

Bank details for payment of invoices – *please note that payments are made in arrears as both student and child attendance must be verified prior to settlement of invoices via the care 2 learn scheme.*

Account name (as appears on your statement):	
Name of Bank/Building society:	
Sort code:	
Account number:	
Reference required for payment:	

CHILDCARE PROVIDER DECLARATION:

- I confirm that all the details provided within the childcare provider section are correct and accurate to the best of my knowledge.
- I understand that no payments will be made towards the childcare invoices until the application has been fully approved by HSDC (you will be notified).
- I understand that we will need to supply a full breakdown invoice to HSDC by email (travelandsupport@hsvc.ac.uk) as soon as it is available/produced.
- I understand that HSDC will pay childcare invoices in arrears to ensure that both child and parents' attendance can be verified prior to settlement.
- Furthermore, in connection with attendance I understand that where a payment cannot be made due to absences then any financial liability that is still due to yourselves will become the parent's responsibility.
- I understand that we will be required to provide the required attendance data on the child by a specified date (details to be confirmed when application approved) to ensure that there is no delay with payments.
- I understand that additional childcare costs will be covered by the scheme but only in instances where these hours have been required for the student to attend exams or work experience. Childcare costs outside of this remit will be the responsibility of the Parent.
- I confirm that the company is registered with Ofsted or a childminder agency to specifically provide childcare and have provided HSDC with the relevant correct information and proof of Ofsted registration.
- I will inform HSDC immediately of any fee changes that will impact invoice costs.
- I will inform HSDC immediately if I am de-registered by Ofsted or the childminder agency.
- I will inform HSDC if there are any changes to the childcare fees being claimed through the Care to Learn scheme.
- I will inform HSDC immediately if childcare ceases to be provided for the child(ren) detailed in this form.

Name:			
Job Title:			
Signature:		Date:	

Please return this form to the relevant campus with any required documentation to: HSDC, Student Travel & Support:

- Alton Campus, Old Odiham Road, Alton. GU34 2LX
 - Havant Campus, New Road, Havant, PO9 1QL
- South Downs Campus, College Road, Waterloo, PO7 8AA

If you have any enquiries about this application, you may email Havant & South Downs Campuses on travelandsupport@hsvc.ac.uk

If you have any enquiries about this application, you may email Alton Campuses on: travelandsupport@alton.hsvc.ac.uk

LEARNING PROVIDER & COURSE SECTION (For completion by college)

Learning provider:	Havant & South Downs college (FE College)
Address of learning provider:	Havant Campus <input type="checkbox"/> - New Road, Havant, Hampshire. PO9 1QL South Downs Campus <input type="checkbox"/> - College Road, Waterlooville, Hampshire. PO7 8AA Alton <input type="checkbox"/> - Old Odiham Road, Alton, Hampshire. GU34 2LX
Registration details:	130695

Course name:	
Course level:	Unaccredited <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Other <input type="checkbox"/> _____
Course start date:	
Course end date:	
Does the course follow the standard academic year?	Yes <input type="checkbox"/> / No <input type="checkbox"/>

	Autumn 2025	Spring 2026	Summer 2026
Course Start	01/09/2025	05/01/2026	13/04/2026
Half term begins	27/10/2025	16/02/2026	25/05/2026
Half term ends	31/10/2025	20/02/2026	29/05/2026
Course ends	19/12/2025	27/03/2026	03/07/2026

APPROVAL:

Date fully completed application received:	
Has all eligibility criteria for student been met:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If student is asylum seeker – are they under 18/19 – refer to guidance – is eligibility still met.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Has the correct proof of residency been provided: <i>(detail what proof provided & retain a copy)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have copies of Birth certificate(s) or child benefit letter been seen <i>(detail which & retain a copy)</i> for child(ren) listed in application form:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Has the childcare provider section been fully completed & eligibility met:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Check childcare provider Ofsted registration	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Ofsted registration proof provided <i>(by provider)</i> :	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are childcare costs and any required travel costs below the £180.00 cap per week?	Yes <input type="checkbox"/> / No <input type="checkbox"/> (if no - student must cover difference).
Application approved/declined: <i>Detail any decision justification (for audit purposes). If criteria and eligibility has been met, this can be stated as: Criteria/Eligibility all met.</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Application reviewed by:	
Date approved/declined:	
Student and childcare provider advised of outcome:	Student <input type="checkbox"/> / Childcare provider <input type="checkbox"/>
Spreadsheet updated:	
Entered onto Pro system:	
Entered onto Care 2 Learn spreadsheet:	