

16-19 CARE TO LEARN (C2L) GUIDANCE NOTES FOR STUDENTS 2026/27

Please read these notes carefully, by applying for Care to Learn Childcare funding, you are confirming that you have read these guidance notes and agree to the terms and conditions of them.

Please refer to the '16-19 Care to Learn (C2L) Help with Childcare Costs' leaflet for information on the maximum contribution C2L will contribute to your Childcare costs. Please note that Childcare funding amounts shown on the '16-19 Care to Learn Help with Childcare Costs leaflet' are **maximum weekly amounts**.

Your application will be rejected if total fees exceed the maximum amount that you are eligible for.

ELIGIBILITY

To be eligible for Childcare funding you must:

- Be aged 16-19 at the start of your course.
- Be classed as a UK National or have Leave to Remain with the right to live & work in the UK.
- Be enrolled with South Thames College Group on an eligible Government funded Further Education course (full or part time).
- Be the Parent or Main carer of the child(ren) that you are applying for.
- Be in receipt of Child Benefit for the child(ren) for whom you are claiming C2L.
- Maintain continuous attendance at college and your child(ren) must maintain continuous attendance at their provision.

Care to Learn funding is not means tested so is not reliant on your household income.

EVIDENCE

- Document proving the link between yourself and the child(ren) i.e., **Full Birth Certificate (not short version)**,
- **Child Benefit Confirmation letter.**
- **16-19 Care to Learn (C2L) Application 2026/27 form** signed and completed by you
- **16-19 Care to Learn (C2L) Childcare Fees Form** fully completed and signed by the Childcare Provider
- **Copy of your provider's Public Liability Insurance Certificate** – which must show valid date
- **Copy of your provider's childcare fees and charging model document**

Please ensure that you advise the college of your correct email address, as all correspondence regarding Childcare funding will be sent via email.

CHILDCARE PROVISION AND PAYMENT

- Your chosen Childcare provider must be Ofsted registered and have valid Public Liability Insurance.
- C2L can fund Ofsted registered nursery, pre-school, after school care, wraparound care, breakfast club, childminder.
- If you are eligible for 15/30 hours Government Free Childcare, then you must utilise this before the C2L Childcare Funding – your Childcare Provider will be required to sign a declaration that this is the case. The Childcare funding must not be used to supplement additional costs incurred by the childcare provider on consumables, meals etc. for days that are not covered by the bursary.
- C2L funding cannot be used to pay for any other days/sessions without prior agreement – Requests for additional funding should be emailed to childcare@stcg.ac.uk for consideration.
- You are responsible for your decisions when choosing childcare arrangements.
- Your chosen childcare provider must complete and sign the 16-19 Care to Learn (C2L) Childcare Fees form. They must also provide you with a signed document showing their childcare fees and charging model. Up-load these documents to your application
- Payment of childcare fees will be made directly to the Childcare provider at the beginning of each half term, subject to your satisfactory and continuous attendance at college and confirmation from the Childcare provider that your child is attending their setting. If your attendance falls below an acceptable level, or your child stops attending the provision, then payment to the childcare provider will cease immediately.
- Your Childcare provider is required to provide email confirmation that your child is attending their setting each half term.
- If you withdraw from your course, or complete early then you will no longer be eligible for C2L funding so you must advise us immediately by email to childcare@stcg.ac.uk and give notice to your Childcare Provider, failure to do so will mean that you are liable for notice fees with the provider.
- If you change course or study days/hours, then you must advise us immediately by email to childcare@stcg.ac.uk as this may affect your C2L funding eligibility and we will need to review your application and the amount of financial support we offer.

If necessary, you may change childcare provider during the year.

If you change childcare provider after your Childcare Funding has already been approved:

- you must advise us immediately by email to childcare@stcg.ac.uk and give notice to the childcare provider, failure to do so will mean that you will be liable for notice fees incurred with the provider. We will advise you of the C2L funding amount still available to you for the changed provider and send you a new 16-19 Care to Learn (C2L) Childcare Fees Form which should be completed by the new provider and uploaded to your application a.s.a.p.

- If you no longer require C2L funding then you must notify us immediately by email to childcare@stcg.ac.uk and give notice to the provider, failure to do so will mean that you are liable for notice fees with the provider.

The C2L funding is only valid for academic year 2026/27 (7th Sept 2026 – 2nd Jul 2027) – if you require Childcare funding in the future, you must apply again.

ADDITIONAL INFORMATION

Childcare Funding is assessed during term time, in order of the date applications are received; after assessment, if successful, the funding will be confirmed by email as soon as possible after application has been made – at busy times this can take up to 10 working days.

If you choose to use the Childcare provision before your funding has been assessed and confirmed, then you will be liable for fees incurred if you are not eligible for Childcare funding.

Applications for Childcare Funding will be assessed in date order of application received.

If you are in receipt of any state benefits it is your responsibility to inform the Department for Work and Pensions (DWP) about any Learner Support Bursary and Childcare Funding that you receive from the college, as these payments may impact those benefits.

By signing the 16-19 Care 2 Learn (C2L) application form you are confirming that there is no conflict of interest between yourself and the childcare provider (for example a family relationship, shared directorship or shareholding).

Care to learn funding is provided by the government and as such is strictly audited. If discovered that misleading or fraudulent information has been knowingly submitted by you, resulting in C2L payments being made inappropriately, we will be required to recover any overpayment, and the matter may be referred to the police authority. This in turn could result in criminal prosecution.

Correspondence regarding Childcare Funding should be emailed to: childcare@stcg.ac.uk