



CHILDCARE EXPENSE CLAIM

Student Name **Student Ref**

Course

Child's Name **Week Claiming
Childcare for** **Week Ending** **Friday**
/ /

	Hour(s)	Total Cost		Amount Payable By Local Authority	=	Amount Payable By College
Monday	<input type="text"/>	£ <input type="text"/>	-	£ <input type="text"/>	=	£ <input type="text"/>
Tuesday	<input type="text"/>	£ <input type="text"/>	-	£ <input type="text"/>	=	£ <input type="text"/>
Wednesday	<input type="text"/>	£ <input type="text"/>	-	£ <input type="text"/>	=	£ <input type="text"/>
Thursday	<input type="text"/>	£ <input type="text"/>	-	£ <input type="text"/>	=	£ <input type="text"/>
Friday	<input type="text"/>	£ <input type="text"/>	-	£ <input type="text"/>	=	£ <input type="text"/>
Total(s)	<input type="text"/>	£ <input type="text"/>	-	£ <input type="text"/>	=	£ <input type="text"/>

I declare that the above costs are for childcare provided for attendance on my course of study, timetabled study periods, designated unpaid placement and reasonable travel time to and from these activities only. I understand that the college may claim funds from me for payments made where I breach the Terms and Conditions of the Childcare Fund Award offered to me.

Student Signature **Date**

I confirm that the above costs are correct and in accordance with the above.

**Childcare Providers
Signature** **Date**

**Name and address
of childcare
provider** **Reg. No.**

- CLAIMS MUST BE RECEIVED PER THE SCHEDULE ON THE REVERSE PAGE TO GUARANTEE PAYMENT ON THE SCHEDULED DATE.
- LATE CLAIMS MAY BE HELD UNTIL THE FOLLOWING SCHEDULED PAYMENT DATE.
- PAYMENT MAY NOT BE MADE IF A CLAIM IS INCOMPLETE.

PLEASE ENSURE BOTH THE STUDENT'S SIGNATURE AND THE CHILDCARE PROVIDER'S SIGNATURE ARE ON EACH CLAIM SUBMITTED.

ONLY CHILDCARE EXPENSE CLAIM FORMS SUBMITTED BY 02 JULY 2012 ARE GUARENTEED FOR PAYMENT*.
(*EXCEPT FOR STUDENTS ON HNC HEALTHCARE)

For Office Use

Award Payable Yes / No Date Payable / / Initials

Appeal Payable Yes / No Date Payable / / Initials

Please return this completed claim to:

**Student Finance Section
Moray College
Moray Street
ELGIN IV30 1JJ**

Childcare Fund Payment Dates Week Ending Friday:	Submission date to guarantee Payment on the due Date is Monday:	Payment Date, Friday:	See Note:
02/09/2011	05/09/2011	07/10/2011	
09/09/2011	12/09/2011	07/10/2011	
16/09/2011	19/09/2011	07/10/2011	
23/09/2011	26/09/2011	07/10/2011	
30/09/2011	03/10/2011	04/11/2011	
07/10/2011	10/10/2011	04/11/2011	
14/10/2011	17/10/2011	04/11/2011	
21/10/2011	Holiday Week - not payable	Holiday Week - not payable	①
28/10/2011	31/10/2011	02/12/2011	
04/11/2011	07/11/2011	02/12/2011	
11/11/2011	14/11/2011	02/12/2011	
18/11/2011	21/11/2011	02/12/2011	
25/11/2011	28/11/2011	30/12/2012	
02/12/2011	05/12/2011	30/12/2012	
09/12/2011	12/12/2011	30/12/2012	
16/12/2011	19/12/2011	30/12/2012	
23/12/2011	26/12/2011	27/01/2012	②③
30/12/2011	Holiday Week - not payable	Holiday Week - not payable	①
06/01/2012	Holiday Week - not payable	Holiday Week - not payable	②③
13/01/2012	16/01/2012	27/01/2012	③
20/01/2012	23/01/2012	17/02/2012	③
27/01/2012	30/01/2012	17/02/2012	③
03/02/2012	06/02/2012	17/02/2012	
10/02/2012	13/02/2012	16/03/2012	
17/02/2012	20/02/2012	16/03/2012	
24/02/2012	27/02/2012	16/03/2012	
02/03/2012	05/03/2012	16/03/2012	
09/03/2012	12/03/2012	13/04/2012	
16/03/2012	19/03/2012	13/04/2012	
23/03/2012	26/03/2012	13/04/2012	
30/03/2012	02/04/2012	13/04/2012	
06/04/2012	Holiday Week - not payable	Holiday Week - not payable	①
13/04/2012	Holiday Week - not payable	Holiday Week - not payable	①
20/04/2012	23/04/2012	25/05/2012	
27/04/2012	30/04/2012	25/05/2012	
04/05/2012	07/05/2012	25/05/2012	
11/05/2012	14/05/2012	25/05/2012	
18/05/2012	21/05/2012	22/06/2012	
25/05/2012	28/05/2012	22/06/2012	③
01/06/2012	04/06/2012	22/06/2012	③
08/06/2012	11/06/2012	22/06/2012	③
15/06/2012	18/06/2012	20/07/2012	③
22/06/2012	25/06/2012	20/07/2012	③④
29/06/2012	02/07/2012	20/07/2012	③④
06/07/2012	09/07/2012	20/07/2012	③④
13/07/2012	16/07/2012	10/08/2012	③④
20/07/2012	23/07/2012	10/08/2012	③④
27/07/2012	30/07/2012	10/08/2012	③④

Notes:

- ① College Holiday - no childcare payments for any student
- ② College Holiday for part week only - no childcare payments for any student
- ③ Not payable for Degree Students
- ④ Childcare payable for HNC Healthcare Students only