

# Childcare Fund Guidance Document

## What is the Childcare Fund?

The Childcare Fund is a means tested fund designed to help students with childcare costs who have fallen into short-term, unforeseen hardship. **The fund is solely for childcare costs, other applications should be made through the Hardship Fund.**

All awards are subject to applicants meeting our eligibility criteria (see 'am I eligible to apply?' below).

## Am I eligible to apply?

Any LSE student registered on a full degree course can apply for an award should they encounter financial hardship that is impacting upon their ability to pay short term essential childcare costs. This means:

- You are currently registered as an LSE student on an undergraduate or postgraduate course (Summer School students are unfortunately not eligible)
- You were adequately funded to study at LSE and meet your childcare costs initially.
- The financial hardship was unforeseen (i.e. you could not have planned for it before registering on your course)
- You are now struggling to meet imminent childcare costs
- Your financially dependent children are residing in the UK and under the age of 18
- The childcare costs are short-term and you can explain what figure you think will resolve this
- You can explain your plan to meet your childcare costs for after the award has been used

## How do I apply?

You must complete the Childcare application form and obtain the following documentation:

- Up-to-date bank statements for the last month for **all** accounts you hold (this includes overseas and savings accounts). It can speed up your application if you highlight and explain any amounts over £100
- Stamped copy of current LSE certificate of registration (you can print this off from LSE For You and get it stamped at the Student Services Centre). We ideally need the version which includes your photo
- Additional supporting documents to evidence the reason for the application, and any substantial outgoings such as rent and bills. Please send photocopies of all documents – we do not return documents. More information on childcare evidence requirements can be found at the end of this document.

You can submit your form via email to [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk). An Adviser will then be in touch to help process your application.

All applications are treated sensitively and in confidence. Your Adviser will present your case to the Childcare Fund Panel for consideration. It is important to inform your Adviser of your full circumstances. All cases are judged on their individual merit.

## What happens next?

The Childcare Fund Panel usually meets on a weekly basis. Your Adviser will inform you of the Panel's decision or any further actions needed from you within three working days.

Awards are paid via a BACS payment and take up to five working days to process.

If you are not satisfied with the Panel's decision, you can appeal by submitting an appeal form to [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk). Your adviser will be able to provide you with a copy of the form on request. Your appeal will be considered by someone who was not involved in the original decision.

### **Anything else I should aware of?**

The Childcare Fund is:

- Financially limited in scope. As a result, and in order to ensure we can help as many students as possible, it is unlikely that we would be able to make an award totalling over £2,500 (although each application is judged on a case-by-case basis).
- Unable to make any payment that would cover beyond the last day of an applicant's registration as an LSE student.
- Solely for childcare costs.
- Unable to support the payment of tuition fees. If you are concerned about your ability to meet these costs then you are advised to speak to the [Fees Office](#) to discuss how they might be able to help.
- Unable to cover debt repayment costs, such as credit card and loan debts. If you need support with debt costs then you are advised to speak to a [debt management charity](#).

The above list is not exhaustive.

Whilst we consider each case on its individual merits, the following table provides a breakdown of the main categories from which we would usually consider making an award.

**Please note that for all of these, you will still need to meet the eligibility criteria detailed on the first page.**

We would not ordinarily make an award totalling over **£2,500**

<b>Childcare:</b>	We will consider applications to assist students who incur additional costs as a result of childcare for their financially dependent children residing in the UK and who are under the age of 18. This would usually be for the costs of nursery or childminder places, after-school clubs or play schemes.
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**Please see below for more information on evidence requirements for childcare costs.**

<b>Childcare Evidence:</b>	Child's birth certificate, adoption certificate, passport, or certificate of naturalisation. Most recent Tax Credit Award Notice, Universal Credit Award Notice, or Child Benefit letter. If your child doesn't live with you but is still financially dependent on you, you should submit copies of evidence to show this. Proof of childcare provider costs.
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