

# Student Funding | Guide to Completing the Childcare Forms

Academic Year 2026-27

Once the student has been awarded funding for childcare, you will receive an email from [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk) which contains information in relation to the student and the child you will be caring for.

This email will contain basic information in relation to the student's award, links to the claim forms and guides and brief information in relation to claim submission, award and links to our online portal.

Where possible please **download and save copies** of the childcare agreement, weekly claim form, ad hoc and amendment claim form for your records. The forms should be filled in with the necessary details and returned to us completed as an attachment. You may need to save the files before editing, so we recommend saving prior to filling them in.

Please be aware that if you are caring for more than one student's child/ren, please wait for each student's award email before submitting paperwork.

Within the award email, you will be provided with a link to access the [Childcare Funding Provider Handbook](#). We strongly recommend you **read this prior to filling in any of the following forms**, the handbook has been built around frequently asked questions and so should provide you with the necessary information required to complete each of the forms.



It is important that, prior to filling in the claim form, you receive a copy of the student's timetable and cross reference this when completing the forms, as the college will not provide funding for the days the student is not attending college or associated work placement.

Dear Childcare Provider,

We're pleased to inform you that Forth Valley College has approved childcare cost assistance for the following student and their child(ren):

Name of student: **Student Name**  
Name of Child(ren): **Child Name**  
Eligible Cost Coverage: **100%**  
Duration of Award: **01/01/2026 – 31/12/2026**

**Childcare Funding Guide:**

Please ensure you have read and understood the Childcare Fund – Provider's Handbook before submitting your agreement form and claim. If you have any queries, please contact us.

**Claim Submission:**

To allow the college to make contributions towards student's childcare costs, please complete an agreement and claim form detailing the child's hours with you based on the student's timetable. Include any free hours, pick-up/drop-off times, and any other relevant information.

**Childcare Award:**

Once the claim has been assessed, a weekly award will be calculated. This weekly amount will be paid per the Payment Schedule, and subject to student attendance, conduct, and engagement conditions. You will be sent a copy of the Award Letter detailing the weekly award and payment schedule.

**Childcare Portal:**

Our Childcare Portal provides necessary information to complete and submit your claim. It also details payment dates and our maximum rates guide. Please read these thoroughly before submitting your claim and keep copies of agreements and claims for your records. You can access the Childcare Portal here: [Childcare Info | Forth Valley College](#)

Kind Regards,

**Student Funding Team**

Forth Valley College | Grangemouth Road | Falkirk | FK2 9AD

Tel: 01324 403041 | [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk) | [Find out more about Student Funding](#)



## Forth Valley College – Childcare Provider Portal



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## Child Care Provider Information

The email includes a link to the **Childcare Provider Portal**. Here you will be able to find the forms, guides, and any other important documents you may need.

To download each file, click on the name of each file which will open in your web browser. You should now have opened a free web version of Microsoft 365.



We've opened your file for quick and easy viewing right in Microsoft Edge. Choose Download file if you want to use it later.

Download file

If you have access to your own version of excel, at this stage, you can download the file. Once opened in excel, please 'edit the copy' and save to your files.



**Read-only** The workbook was opened in read-only mode. You can edit a copy by saving it to your OneDrive.

Edit a copy

Form	Purpose
<b>Childcare Agreement &amp; Claim Form</b>	<b>This form is used to collect key details needed to claim childcare funding.</b>  The Agreement Form gathers essential information about both the student and the childcare provider, including contact details, registration information, bank details, and acceptance of the fund's terms and conditions.  The Weekly Claim Form records the specific days and times childcare is provided, based on the student's college timetable, to confirm when costs are eligible for funding.
<b>Childcare Amendment Form</b>	<b>This form is used when there are ongoing changes to the childcare you provide.</b>  It records the new weekly care being claimed and allows you to notify the Student Funding Team of the updated arrangements and when they begin, so they can recalculate the claim and issue an amended award letter.
<b>Childcare Ad Hoc Claim Form</b>	<b>This form is used to claim for occasional, additional childcare outside the normal schedule.</b>  It records the additional care being claimed for that period and requires you to explain the reason for the extra care, which must relate to eligible circumstances (e.g. extra college attendance or school closures). Supporting evidence may be requested to approve the claim.

Agreement Form

The agreement form can be found on the first tab within the weekly claim form file. It is essential that this is filled in fully, and the terms and conditions are accepted prior to the release of funding.

# Childcare | Provider Agreement Form

Academic Session 2026-27



**Contact Us:**

Email: [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk)

Phone: 01324 403041 (Term Time Mon-Fri 9am-1pm)

**Before You Start...**

Make sure you have read the [Childcare Funding | Provider's Handbook](#) and have made yourself familiar with its contents.

Forms which have been printed and completed by hand, or saved in other formats will not be accepted.

If you need **help to complete these forms** please read the [Childcare Funding Forms Guide](#).

If you need any additional support, please **contact us**.

**Section 1 - Childcare Provider Details**

Provider's Name

Service Type

Contact Name/Manager

Contact Number

Address

**Section 1** – Input all your service’s details including name, address and CS number. Please note the “service type” box is a drop-down menu, please click on the white box and select what kind of care you are providing for the child.

**Section 2 - Childcare Award Details**

You will have received an email from Student Funding notifying you of the Childcare Award. Please enter the details from this email below. If you have not yet received an email with this information, this could be because either:

1. the student/parent has not yet been awarded a Childcare Funding Award which relates to the care you provide
2. we hold incorrect contact information for you. In the first instance contact the student/parent for more information

Name of Student

Name of Child

% of Cost Awarded

**Section 2** – Input details of parent (FVC student) and child as well as % of cost awarded. This will be found on the original award email sent to you.

If you care for more than one of a student’s children, you must complete separate forms for each child.

**Section 3 - Childcare Provider Bank Details**

Make sure that you provide us with up to date and accurate bank details. Failure to do so will result in a delay in you receiving any payments due to you.

Name on Account

Name of Bank

Address of Bank

Sort Code:  Account Number:

**Section 3** – Provide your bank details in here, please double check the bank details provided. We **do not** verify the accuracy of bank details, we complete a test run shortly before the payment is made, however this only highlights if the payment fails and not whether the account details are accurate.

**Section 4 - Childcare Provider Agreement Terms & Conditions**

Make sure you read the following Terms & Conditions carefully. By signing and submitting this Agreement Form to the Student Funding Team, you agree to all of these terms and conditions. If you require any further information about the terms and conditions, please **contact us** before submitting your agreement.

**1. Agreement:** The agreement for the provision of childcare is between yourself (the childcare provider) and the student. No contract exists between yourself and Forth Valley College. The College's involvement within the arrangement is solely to provide assistance with the childcare costs on the student's behalf. We therefore will not accept invoices for childcare costs or demand notices.

**2. Coverage:** The award only covers the days the student is timetabled to be in college. You should ensure that you receive a copy of the student's timetable from the student directly.

**3. Travel Time:** If the student requires time to travel to/from college, the College will pay up to a maximum of 30 minutes per day for the student's journey to their final class. Any additional time required by the student will be paid directly to yourself by the student.

**12. Timetable Changes:** During the year the student's timetable may change. If there is a change to the student's timetable, you must let us know immediately and we can review the weekly calculation that is currently in place. We may require you to submit a new claim on the original/previous claim.

**13. Payments:** All Student Funding payments are paid in arrears. A copy of our payment dates and the period for each payment can be found within the Childcare Provider Portal and on the award letter you are issued.

**14. Overpayments:** If for any reason there has been an overpayment of Childcare funds, the College will request repayment and you, the childcare provider, will be obliged to repay the amount requested. Failure to do so will result in an invoice being issued, and where appropriate forwarded to a debt collection agency.

**15. Childcare Provider Portal:** Our childcare provider portal will provide the necessary information to complete and submit your claim. The portal also provides details of payment dates for the academic year. Please ensure you read these fully prior to submitting your claim. You can access this here: [Childcare Info | Forth Valley College](#). Please also ensure you retain any copies of agreements and claims for your own records.

**Section 4 -** Read carefully through the terms and conditions and sign your details at the bottom if you are happy to proceed.

This form can only be signed by someone who is authorised to do so.

**Signature of responsible Nursery Officer/Childcare Provider:**

Signature

Print Name

Position

Date

**-End Of Agreement Form-**

**Now please complete [Weekly Claim Form](#)**

# Childcare | Weekly Claim Form

Academic Session 2026-27



**Contact Us:**

Email: [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk)

Phone: 01324 403041 (Term Time Mon-Fri 9am-1pm)

**Section 1 - Childcare Provider Details**

Provider's Name

Contact Name/Manager

**Section 1** – Input your service’s details including the registered name and main contact details.

**Section 2 - Details of Weekly Claim**

Please provide the details of your claim below. If you need any help to complete the claim form, please check the [Childcare Funding Forms Guide](#), or contact us for help.

Please make sure you complete your claim accurately as failure to do so may result in your claim being rejected.

**Section 2** – Fill in the name of the student and child who will be in your care, the child’s date of birth and start date of the claim. The end date of the claim will already be filled in and generally, this will be the end date of term, unless otherwise specified.

Name of Student

Name of Child

Please only edit this date if you know you will stop providing childcare before the end of term.

Start Date of Claim

End Date of Claim

Weekly Claim				
Day	Week			Include the time(s)
	No. of Hours	Hourly Rate	Session Rate	
Mon				
Tue				
Wed				
Thur				
Fri				
<b>Total</b>	<b>0.0</b>	<b>£ -</b>	<b>£ -</b>	

Depending on whether you charge per hour or by a set session rate, fill in each day to reflect this. The “No. of Hours” is a drop-down menu.

If you **charge by hour**, enter the number of hours the child is in your care as well as hourly rate, the totals will update accordingly along the bottom.

If you **charge by the session**, please enter number of hours the child is in your care and session rate.

Please note, students are permitted to claim one additional hour each side of their timetabled/scheduled classes or work placement to allow for travel time.

Free Hours:

If you require additional space to detail free hours, please use the space allocated here.

Notes:

Total Cost Claimed

£ -

**Signature of responsible Nursery Officer/Childcare Provider:**

Signature

Print Name

Position

Sign and date the form before sending over to [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk)

Your Digital signature is recorded and verified by you submitting these to us from your email address that we have on file.

**At this stage we will require you to submit your official rate sheet detailing the cost(s) for your services before we can process your claim form**

At the end of this guide, you will find practical examples to assist you in completing the form, should you require assistance.

## Claim Amendment Form

This form is used when there are ongoing changes to the childcare you provide and to record the updated weekly care being claimed. **Changes must be reported as soon as reasonably possible and within 6 weeks**, as this will affect how adjustments are applied, including whether increases can be backdated and how any overpayments are recovered.

# Childcare | Claim Amendment Form

Academic Session 2026-27



### Contact Us:

Email: [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk)

Phone: 01324 403041 (Term Time Mon-Fri 9am-1pm)

This form should be used when the care you provide for the student's child will change on an on-going basis.

**Make sure you have read the terms and conditions which apply to amendments to claims.**

If you have any questions or would like help with an amendment to your claim, please check the [Childcare Provider Handbook](#) and the [Childcare Funding Forms Guide](#) which you can access from the Childcare Portal website, or **contact us**.

### Section 1 - Childcare Provider Details

Provider's Name

Contact Name/Manager

**Section 1** – Input your establishment’s details including the registered name and main contact details.

### Section 2 - Details of Amended Claim

Please provide the details of your amended claim below. If you need any help to complete the claim form, please check the [Childcare Funding Forms Guide](#), or contact us for help.

Please make sure you complete your claim accurately as failure to do so may result in an over or under payment.

Name of Student

Name of Child

Start Date of Claim

End Date

**Section 2** – Fill in the name of the student and child who will be in your care, the child’s date of birth and start date of the claim.

Please note the start date will be the start of the **amended claim**.

The end date of the claim will already be filled in and generally, this will be the end date of term, unless otherwise specified. Please only edit this date if you know you will stop providing childcare before the end of term.

Reason for Amendment

Please type the reason for change in the allocated box

### Amended Weekly Claim

Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon				
Tue				
Wed				
Thur				
Fri				
<b>Total</b>	<b>0.0</b>	<b>£ -</b>	<b>£ -</b>	

Please ensure that you complete the amended weekly claim form for the entire new week you are claiming, rather than just for the change in childcare.

<b>Free Hours:</b>	<input type="text"/>	Please include any notes relevant to the amended claim and any details about the use of free hours.
<b>Notes:</b>	<input type="text"/>	
<b>Total Cost Claimed</b>	£ <input type="text"/> -	
<b>Signature of responsible Nursery Officer/Childcare Provider:</b>		
<b>Signature</b>	<input type="text"/>	Sign and date the form before sending over to <a href="mailto:funding@forthvalley.ac.uk">funding@forthvalley.ac.uk</a>
<b>Print Name</b>	<input type="text"/>	
<b>Position</b>	<input type="text"/>	
<b>Date</b>	<input type="text"/>	
<b>-End Of Claim Amendment Form-</b>		
Please email this completed file to <a href="mailto:funding@forthvalley.ac.uk">funding@forthvalley.ac.uk</a> alongside any other relevant information relating to the amendment (e.g. rate sheet with increased costs)		

Please note that we may ask for **additional evidence** to coincide with the amended claim:

- The nursery is unable to provide care due to limited available spaces (child is entitled to free hours). There is now a need for a childminder to be utilised in the meantime - Evidence from the nursery explaining this would be required.
- Change to timetable - we will confirm with student's timetable or department.
- Change to placement days - we will confirm with student's timetable or department.
- Change to rates/fees – an updated fee/rate sheet will be required.

## Ad Hoc Claim Form

This form is used to claim for **one-off additional childcare** outside your usual agreed schedule and to record the care being claimed for that period. **Requests must relate to eligible circumstances**, and may require supporting evidence to confirm that the additional care is necessary.

# Childcare | Ad Hoc Claim Form

Academic Session 2026-27



### Contact Us:

Email: [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk)

Phone: 01324 403041 (Term Time Mon-Fri 9am-1pm)

Use this form when there will be a **one-time change** in the care you provide for the student's child.

Ensure that you have reviewed the terms and conditions related to amending claims and making different claims, including ad hoc claims.

If you have any questions or would like help with an ad hoc claim, please check the [Childcare Provider Handbook](#) and the [Childcare Funding Forms Guide](#) which you can access from the Childcare Portal website, or **contact us**.

## Section 1 - Childcare Provider Details

Provider's Name

Contact Name/Manager

**Section 1** – Input your establishment's details including the registered name and main contact details.

## Section 2 - Details of Ad Hoc Claim

Please provide the details of your ad hoc claim below. If you need any help to complete the claim form, please check the [Childcare Funding Forms Guide](#), or contact us for help.

Please make sure you complete your claim accurately as failure to do so may result in an over or under payment.

Name of Student

Name of Child

Start Date of Claim

End Date of Claim

**Section 2** – Fill in the name of the student and child who will be in your care, the child's date of birth and date(s) of the claim.

Please note you will need to enter the start and end dates of the ad hoc claim.

Reason for Ad Hoc Claim

Please type the reason for additional claim in the allocated box

Ad Hoc Claim					
Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.	
	No. of Hours	Hourly Rate	Session Rate		
Mon					
Tue					
Wed					
Thur					
Fri					
<b>Total</b>	<b>0.0</b>	<b>£ -</b>	<b>£ -</b>		

**Include additional hours/days only** - exclude any care already covered in your weekly claim.

Use the right-hand column to note times and any relevant details (e.g. "Holiday club").

Free Hours:

Notes:

Total Cost Claimed

£ -

**Signature of responsible Nursery Officer/Childcare Provider:**

**Signature**

**Print Name**

Sign and date the form before sending over to  
[funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk)

**Position**

**Date**

**-End Of Claim Ad Hoc Form-**

Please email this completed file to [funding@forthvalley.ac.uk](mailto:funding@forthvalley.ac.uk) alongside any other relevant information relating to the Ad Hoc Claim.

Please note that we may ask for **additional evidence** to coincide with the ad hoc claim from either you or the student:

- There is an in-service day at the school that the student's child attends - Confirmation from the school, newsletter or other official evidence detailing this.
- School holidays that do not match with Falkirk Council (October week) - School newsletter/ Screenshot from relevant council website.
- Block/Placement Week - we will confirm with student's timetable or department.

**Example 1**

This is an example of a childcare claim for a student who attends college 9am - 4pm on Mondays, Wednesdays and Thursdays. The childcare provider charges hourly and the child is 1 year old.

Weekly Claim			
Day	Week		Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	
Mon	9	£6.50	8am - 5pm, no entitlement to funded hours
Tue			
Wed	9	£6.50	8am - 5pm, no entitlement to funded hours
Thur		£6.50	8am - 5pm, no entitlement to funded hours
Fri			
<b>Total</b>			£ -

**Example 2**

If the child you are providing care for is entitled to funded hours (i.e. eligible two or aged 3-5 [1140 funding]) please deduct these from the number of hours claimed.

This example shows a claim for a student who attends college 9am-4pm Monday, Wednesday and Thursday.

The student utilises their full entitlement to funded hours across 5 days, i.e. the child attends nursery 8am – 5pm Mondays, Wednesday and Thursdays and 9am-3pm Tuesdays and Fridays.

Weekly Claim			
Day	Week		Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	
Mon	3	£6.50	8am - 5pm, 6 hours funded childcare utilised
Tue			
Wed	3	£6.50	8am - 5pm, 6 hours funded childcare utilised
Thur	3	£6.50	8am - 5pm, 6 hours funded childcare utilised
Fri			
<b>Total</b>	<b>9.0</b>	<b>£ 58.50</b>	£ -

**Example 3 – Deductions**

In this example, deductions are made based on the timetabled days the student attends college. Specifically, Mondays, Tuesdays, and Thursdays are considered timetabled days.

As a result, Wednesdays would not be payable. The cost for Wednesdays is deducted from the total claim, making the student liable for this expense.

Weekly Claim			
Day	Week		Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	
Mon	3	£7.00	8am-9pm & 3pm-5pm
Tue	3	£7.00	8am-9pm & 3pm-5pm
Wed	3	£7.00	8am-9pm & 3pm-5pm
Thur	3	£7.00	8am-9pm & 3pm-5pm
Fri			
<b>Total</b>	<b>12.0</b>	<b>£ 84.00</b>	£ -