

Learner Financial Support Fund
**Provider Agreement Of Childcare
 Conditions**

Provider Details:

Provider Name: _____ **Contact Name:** _____
Address: _____
Post Code: _____
Telephone No: _____
E-mail: _____
OFSTED Reg No: _____

Providers OFSTED register number is required as we can only pay registered providers

Student Details:

Name: _____ **College I.D No:** _____

Child's Details:

Name: _____ **D.O.B:** _____ **Age:** _____

I/We confirm that I/We are providing childcare for the above child covering the following days/times per week:

Attendance pattern and fees for the child mentioned above:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
Finish time					
Number of hours					
Cost per day					

(These times must reflect the students timetable)

Do you charge for half term and term-end holidays?

Tick box if applicable

Weekly Total Amount

Weekly EEE Grant Amount

Weekly Amount Payable (weekly Total Amount minus EEE Grant Amount)

IMPORTANT INFORMATION

- Until you receive this document back with the 'For Office Use' Section completed and signed by a member of the Student Finance Team, we have not confirmed any funding.
- If you are a New Supplier with us, we will need the following documents before we can proceed;
 1. Proof of Public Liability Insurance
 2. Proof of Employers Liability Insurance
 3. Bank Details on Letter Headed Paper
 4. The completion of this New Supplier Form > [New Supplier Form Link to PDF.](#)

Terms & Conditions

We would draw your attention to the following terms and conditions upon which payment is made; you will be signing to confirm you have read and understood our terms on the contract enclosed:

- Support will commence once the student's application has been approved, the return of this letter will be confirmation of this.
- Payments will be paid to the provider, monthly, in arrears. Payments are dependent upon attendance reports, and in some instances, this may delay payment.
- **The college will not fund any administration, retainer or registration fees.**
- Where the Early Education Entitlement (EEE) is deducted we understand that the benefit should be applied in the parent's favour and the college will pay for any shortfall pertaining to the grant. It may be used as free funding, in the first instance, against days the student is not in attendance if it is a part-time course.
- If you have not been set up with BMet before, you will need to complete a New Supplier Form, with relevant evidence of a valid Public, Professional & Employers liability insurance. This can be a clear photo or scanned copy emailed to ChildcareProviders@bmet.ac.uk. Please include evidence of your company bank details on either company letter-headed paper or the top of a bank statement so that the bank details can be verified against the details quoted on the form.
- Completed timesheets and invoices must be completed each month via email to ChildcareProviders@bmet.ac.uk. Payment will not be processed unless we have received both a completed timesheet and an invoice in accordance with the agreed fees.
- Paperwork needs to be submitted no later than the 15th of each month for payment. Any invoices sent after this date may be delayed until the following month's payment schedule.
- The college can be invoiced for a maximum of £70 per day for a full nursery place. The student must be attending college a minimum of 2 days per week. **You will invoice the student directly for any additional charges.**
- Students will only be funded for the days they are timetabled to be in college; this will also include any placement and exam days stipulated within their chosen course.
- The college will pay for holiday periods at the same rate as a term time week up to the end date of their course.
- **If the student's attendance falls below 87% for 2 consecutive months funding could be withdrawn.** You will be informed of any withdrawal action taken. **If funding is withdrawn, the student will be liable for any other outstanding payments.**
- If a student withdraws from their course, we will inform you that our funding is withdrawn, and any fees incurred will be the student responsibility.
- If the student withdraws the child from your care, you must inform us within 7 days. Any delay in informing us may result in childcare payments being withheld.
- **The childcare provider's contract is with the student not with the college.**
- Any attendance concerns you have relating to the childcare provision must be reported to the college without delay.
- First payment may be delayed due to set up procedures.

DECLARATION

- I have read and understood the terms above and by signing below, I confirm acceptance of these terms.
- I will e-mail invoices and completed timesheets to ChildcareProviders@bmet.ac.uk and Purchase@bmet.ac.uk, one month in arrears, no later than the 15th of each month, for payment into my account at the end of the month. These should be completed for the whole month.
- Until I have received this form with the 'For Office Use' section completed, I will not enter into any agreements with the Student.

Provider Signature: _____ Print Name: _____ Date: _____

The completed form should be returned via post or email to:

Student Finance Team, BMET, Lichfield Road, Sutton Coldfield. B74 2NW.

ChildcareProviders@bmet.ac.uk

For Office Use (ONLY)

As per our Invoice Calendar, we calculate to expect the below invoice values:

Month	September	October	November	December	January	February	March	April	May	June
Invoice Period	02.09.24	30.09.24	28.10.24	02.12.24	30.12.24	03.02.25	03.03.25	31.03.25	28.04.25	02.06.25
	-	-	-	-	-	-	-	-	-	-
	27.09.24	25.10.24	29.11.24	27.12.24	31.01.25	28.02.25	28.03.25	25.04.25	30.05.25	27.06.25
Cost	£	£	£	£	£	£	£	£	£	£

Funding Start Date - _____ Funding End Date - _____

Total Funding Agreed - £ _____

Staff Signature of Approval - _____

Date of Approval - _____