

**BEAUFORT COUNTY COMMUNITY COLLEGE**  
**CHILDCARE ASSISTANCE PROGRAM GUIDELINES**  
**FY 2012-13**

**PROGRAM PURPOSE**

Childcare Grants provide childcare assistance for independent students who are parents. Although married students may be considered for assistance, single parents receive first priority. The purpose of the program is to increase the retention of eligible students so they can plan and complete a training program in order to become economically self-sufficient.

Complete the attached application and return it with:

- A copy of the birth certificate(s) for each child
- A copy of the social security card for each child
- A copy of your schedule
- A copy of your denial letter from Social Services
- Turn application and all paperwork to the Childcare Coordinator in the Financial Aid Office.

**STUDENT ELIGIBILITY**

The Federal Needs Analysis is the method used to determine students with the greatest financial need. The neediest among all the needy students will be selected by their estimated family contribution and family income as indicated on the Student Aid Report received from the federal processor after submitting the Free Application for Federal Student Aid.

Students are selected as early as possible to allocate funding. Early registration is highly recommended to be considered as a potential childcare recipient.

Returning childcare recipients will remain in the childcare program, provided they meet the program eligibility conditions outlined in these guidelines.

Students are required to update the Childcare Grant Coordinator on their attendance, academic performance, changes in course load, and/or class schedules.

Students in developmental studies may be served only if an individual education plan is designed, administered, and updated each semester.

Students must maintain a minimum of 10 credit hours of traditional non-internet classes.

Students must maintain the same academic standards as all other financial aid recipients (see the Financial Aid Academic Progress Standards Policy). Academic progress is reviewed each semester.

Students are expected to attend all classes, laboratories, and shop sessions. Non-returning students and students withdrawing from classes must reapply for assistance and may lose their eligibility unless other arrangements are approved by the grant coordinator prior to the students departure from school.

## USE OF FUNDS

Childcare subsidies for centers located in the community:

- 1) Dependent care must be paid to the provider.
- 2) Expenses shall be disbursed only for legal dependents of the student that are less than thirteen years of age and shall be limited to **two children**. Payment for expenses is limited to \$125/week per child and \$200/week for two children. Balances owed after program payments are the responsibility of the student/parent.
- 3) Total payments may not exceed \$4000/year per student (\$6400/year for two children) and total financial assistance including child care may not exceed the student's budget as determined by the BCCC financial aid office.
- 4) Payment is contingent upon availability of funds. Every effort will be made to assist as many students as possible for the academic year (September - May). **However, the grant coordinator can not guarantee that childcare expenses will be paid for the entire period of enrollment.**
- 5) Childcare funds may be disbursed only upon receiving an invoice from a childcare provider. **Invoices will be provided by the college and must be submitted by the last working day prior to the 10th day of each month. Funds shall be disbursed to the child care provider on the 20th day of the month to pay for services provided the previous month.**
- 6) The institution will pay licensed day care facilities for dependent care over semester breaks if the student is enrolled in the semesters immediately before and after the break. Funds may also pay for child care during official holidays of the institution.

## TERMINATION FROM THE PROGRAM

Students will be terminated from the program for any of the following:

- 1) Submitting or providing false and/or forged information.
- 2) Failure to maintain satisfactory academic progress.
- 3) Failure to submit the required monthly forms on or before the due dates.
- 4) Failure to notify Childcare Coordinator of assistance received from any outside childcare assistance program.