

Childcare Grant Application Form

2009/10

Estimated Costs



This form is also available on our website
www.direct.gov.uk/studentfinance

Steps to getting a Childcare Grant (CCG) if you have dependent children in registered or approved childcare.

Step 1

You need to complete and return a Childcare Grant Application Form. (CCG1).

Step 1

You **must** use a registered or approved childcare provider as detailed in the 'Childcare Grant and other support for full-time student parents in Higher Education 2009/10' booklet. If you have not yet found a childcare provider leave Section 3 blank and still make your application. Do **not** complete this form if you or your husband, wife or partner are receiving the childcare element of the Working Tax Credit.

Step 2

We will assess your application to determine if you qualify for a Childcare Grant.

Step 2

Your application will be income assessed, based on details provided on your Application for Student Finance Form. Your **estimated** costs will be used to work out your Childcare Grant payments until you provide details of the actual payments. You should **not** claim a Childcare Grant for a period that is supported by a free early learning place.

Step 3

You will receive a letter advising of any Childcare Grant awarded.

Step 3

Once we have assessed your estimates and your eligibility we will send you a Financial Notification Letter confirming how much Childcare Grant you are entitled to. This letter also details any other student finance you may be entitled to.

Step 4

We will pay the 1st instalment of your grant direct to you.

Step 4

Your first instalment of Childcare Grant will be paid into your bank or building society account on the same day as any other student finance payments.

Step 5

You need to complete and return the first of the Childcare Costs Confirmation Forms (CCG2).

Step 5

At the end of your 1st term we will send you a Childcare Costs Confirmation Form (CCG2) to complete. This will let you and your childcare provider confirm what your actual costs were for the 1st term against what you estimated.

Step 6

We will reassess, if necessary, your Childcare Grant entitlement.

Step 6

Based on your actual costs we will reassess your entitlement and, if you have been overpaid or underpaid, will adjust your entitlement accordingly.

Step 7

Steps 5 and 6 are repeated in the 2nd and 3rd terms.

Step 7

At the end of both terms 2 and 3 we will ask you to complete a Childcare Costs Confirmation Form (CCG2) again as you did in term 1. This will help us ensure you have been paid the correct amount of Childcare Grant.



It is an offence to knowingly provide false information on this form.



Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- **Sections 1 and 2** must be completed by **you**.
- **Section 3** must be completed by all of **your childcare provider(s)**.
- **Answer all the questions.** If you leave any questions blank we will not be able to process your application for Childcare Grant. If a question does not apply to you, please enter 'None' or 'N/A' as the answer.
- If you want to provide further information for any section, please use the 'Additional notes' page at the back of this form.

Personal details

Customer Reference Number:

Forename(s):

Surname:

Date of birth:

Your full current home address:
(**not** your university or college address)

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Postcode: <input type="text"/>									

section 1 student's details



Please provide details of children who will be receiving registered or approved childcare during your academic year. You should only include childcare provided from the first day of your 2009/10 academic year.

b Early Years Service

You may get a free place for a child aged three or four from the Early Years Service within your local authority. Your application for Childcare Grant must not include costs for these early learning places.

Will any child mentioned in Section 2a receive a free early learning place during the academic year 2009/10?

If 'Yes', please give the name and address of the provider(s) below.

4

c Childcare estimates

Please enter each child's name and your weekly childcare costs incurred during your university or college terms and holidays.

The earliest we can pay for your childcare costs is the start of your academic year. If you want to claim for the period between the first day of your academic year and the start of term 1 then please complete weekly costs 'Before Term 1'.

Weekly Costs					
Name of child	Child 1	Child 2	Child 3	Child 4	Child 5
Before Term 1	£	£	£	£	£
Term 1	£	£	£	£	£
Holiday 1	£	£	£	£	£
Term 2	£	£	£	£	£
Holiday 2	£	£	£	£	£
Term 3	£	£	£	£	£

If you are in the final year of your course, we can only pay the childcare grant up until the last day of your final term.

After Term 3	£	£	£	£	£
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It is recommended that you take a note of the estimates provided as this information may be helpful when you complete your actual costs later in the year on the 'Childcare Costs Confirmation Form' (CCG2).

d Exceptions to childcare estimates

If you do not pay for childcare for a whole term or holiday period, or if your childcare costs are different in any week to those you have given in 2c, please provide details below.

Name of child	Weeks in which you do not pay childcare or in which you pay different amounts		Weekly childcare costs (£s)
	From (DD MM YYYY)	To (DD MM YYYY)	

Student's declaration

Our Data Protection Statement sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our statement online at www.direct.gov.uk/studentfinance-dataprotection. Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow or by calling our Customer Support Office on 0845 607 7577.

If you cannot sign this form it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given my LEA (or SLC where appropriate) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to give my LEA (or SLC where appropriate) any additional information they require to enable them to process my application and agree to tell them immediately if my personal or financial circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell my LEA (or SLC where appropriate) about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.
- I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
- I understand that if I do not provide the evidence of childcare costs within the timescales set, I might lose my entitlement and I might have to repay all or part of any financial support paid to me.
- I confirm that neither I nor my husband, wife or partner have chosen to receive support for childcare from the childcare element of the Working Tax Credit and I agree to tell my LEA (or SLC where appropriate) immediately if I or my husband, wife or partner does receive this support.
- If my payments to my childcare provider are different from the estimates I have provided on this form I understand that my next payment of Childcare Grant will increase or decrease accordingly. I also understand that if no further Childcare Grant payments are due to be paid to me I may be liable to repay any difference between my estimated costs and my actual costs.

Your full name (in BLOCK CAPITALS):

Your signature:

Date:

 / / 

Important information

Before asking all of your childcare provider(s) to complete Section 3, you must ensure that each childcare provider is approved or registered as detailed in the Childcare Grant and other support for full-time student parents in Higher Education 2009/10 booklet.

To be completed by childcare provider (1)

Childcare provider details

Name of childcare provider:

Address:

Phone number:

Postcode:

Childcare provider registration/approval details

Please tick the appropriate box, provide the details requested and sign the declaration.

☐

As a childcare provider in **England**, I am registered with Ofsted.

Registration number:

Date of registration:

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As a childcare provider in **Wales**, I am registered with the Care and Social Services Inspectorate for Wales (CSSIW).

Registration number:

Date of registration:

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As a childcare provider in **Northern Ireland**, I am registered with a Health and Social Services Trust.

Registration number:

Date of registration:

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As a childcare provider in **Scotland**, I am registered with the Scottish Commission for the Regulation of Care.

Registration number:

Date of registration:

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To be completed by childcare provider (1)

I am approved by or registered with another organisation and I have given their details below.

Name and address of the organisation which granted approval or that you are registered with:

□ □ / □ □ / □ □ □ □

□ □ / □ □ / □ □ □ □

Childcare provider declaration

I agree to provide childcare as shown in Section 2 of this form and that this childcare has been approved by or registered with the organisation that I have indicated.

Your full name (in BLOCK CAPITALS):

Your signature:

Date:

X

□ □ / □ □ / □ □ □ □

To be completed by childcare provider (2)

Childcare provider details

Name of childcare provider:

Address:

Phone number:

Postcode:	

Childcare provider registration/approval details

Please tick the appropriate box, provide the details requested and sign the declaration.

☐

As a childcare provider in **England**, I am registered with Ofsted.

Registration number:

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Date of registration:

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As a childcare provider in **Wales**, I am registered with the Care and Social Services Inspectorate for Wales (CSSIW).

Registration number:

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Date of registration:

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As a childcare provider in **Northern Ireland**, I am registered with a Health and Social Services Trust.

Registration number:

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Date of registration:

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As a childcare provider in **Scotland**, I am registered with the Scottish Commission for the Regulation of Care.

Registration number:

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Date of registration:

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To be completed by childcare provider (2)

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I am approved by or registered with another organisation and I have given their details below.

Name and address of the organisation which granted approval or that you are registered with:

Name:

Address:

Phone number:

Reference number:

Date of approval or registration:

Date approval or registration ends:

Name:									
Address:									
Postcode:									
Phone number:									

Childcare provider declaration

I agree to provide childcare as shown in Section 2 of this form and that this childcare has been approved by or registered with the organisation that I have indicated.

Your full name (in BLOCK CAPITALS):

Your signature:

Date:

To be completed by childcare provider (3)

Childcare provider details

Name of childcare provider:

Address:

Phone number:

Postcode:	

Childcare provider registration/approval details

Please tick the appropriate box, provide the details requested and sign the declaration.

☐

As a childcare provider in **England**, I am registered with Ofsted.

Registration number:

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Date of registration:

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☐

As a childcare provider in **Wales**, I am registered with the Care and Social Services Inspectorate for Wales (CSSIW).

Registration number:

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Date of registration:

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☐

As a childcare provider in **Northern Ireland**, I am registered with a Health and Social Services Trust.

Registration number:

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Date of registration:

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☐

As a childcare provider in **Scotland**, I am registered with the Scottish Commission for the Regulation of Care.

Registration number:

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Date of registration:

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To be completed by childcare provider (3)

☐

I am approved by or registered with another organisation and I have given their details below.

Name and address of the organisation which granted approval or that you are registered with:

Name:

Address:

Phone number:

Reference number:

Date of approval or registration:

Date approval or registration ends:

Postcode:									
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Childcare provider declaration

I agree to provide childcare as shown in Section 2 of this form and that this childcare has been approved by or registered with the organisation that I have indicated.

Your full name (in BLOCK CAPITALS):

Your signature:

X

Date:

/ /



Additional notes

If you are providing extra information below please clearly mark what section and question number the information is relating to.



Student's checklist

Before returning this form, please make sure that you have done the following:

☐

Fully answered all the relevant questions.

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Signed and dated the Student's declaration.

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Asked your childcare provider(s) to complete Section 3 (if applicable).



Please remember to pay the correct postage.

You must return your completed form to us at the address shown on the list available online at www.direct.gov.uk/studentfinance.