



student finance england
the student finance experts

Childcare Grant Application Form CCG1

Your estimated weekly childcare costs 2014/15

How to apply for Childcare Grant

Before you fill in this form, make sure you've completed your main application for student finance. Complete this form to give us your **estimated** childcare costs. We'll use this information to work out how much Childcare Grant you can get.

Why estimate your childcare costs now?

Giving your estimates now means we can work out what your first payment will be and have it ready for you as soon as possible.

Don't know who your childcare provider(s) will be yet?

Don't worry – we don't need your childcare provider's details yet. You can still apply for the Childcare Grant based on your estimated childcare costs.



SFE/CCG1/1415/B

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How much could you get?

How much Childcare Grant you could get will be based on the estimated childcare costs you give us, the number of children you have in childcare and your household income.

If you can give us the details of your registered or approved childcare provider(s), the maximum amount of Childcare Grant you could get is:



= up to a maximum of £150.23 per week

If you have **one child** in childcare, you could get up to a maximum of £150.23 per week, or 85% of your total childcare costs (whichever is less).



= up to a maximum of £257.55 per week

If you have **two or more children** in childcare, you could get up to a maximum of £257.55 per week, or 85% of your total childcare costs (whichever is less).

If you can't give us the details of your registered or approved childcare provider(s) yet, the maximum amount of Childcare Grant you could get is £116.15 per week, or 85% of your total estimated childcare costs (whichever is less). We'll review this once you confirm your childcare provider's details.

How and when will you be paid?

We'll send you an entitlement letter which will show you how much you'll get and when you'll be paid.

You'll usually be paid Childcare Grant in three instalments with the rest of your student finance. It will be paid straight into your bank account. You can then use it to pay your childcare provider(s).

What happens next?

Your estimated childcare costs will help us work out what your three Childcare Grant payments will be.

Eight weeks after the start of your academic year you and your childcare provider will need to confirm the actual amounts you've been charged. We'll send you a Childcare Costs Confirmation form (CCG2) for this.

We'll review your Childcare Grant using the actual childcare costs confirmed on your CCG2 form and may adjust your next payment.

Usually we'll send you two more CCG2 forms during the academic year to confirm your actual childcare costs and continue to adjust your payments where necessary.

What kinds of childcare will qualify?

As long as your childcare provider is registered with, or approved by, an appropriate body such as OFSTED, you can claim Childcare Grant.

You can find more information on whether your childcare will qualify for Childcare Grant at www.gov.uk/childcare-grant

2 Your childcare details

Use this section to tell us how much you expect to pay **per week** for childcare during the academic year.

Your typical childcare costs

To be as accurate as you can with your estimates, you should consider:

- how often you'll need childcare
- the types of childcare you'll need (such as nursery school, child-minders or after-school clubs)
- what the childcare providers in your area charge.

2.1 Do you know what your typical weekly childcare costs will be?

- No** - go to 2.2
- Yes** - go to 2.3.1

2.2 If you were to estimate, do you think your typical childcare costs would be more or less than £100 per week?

Don't include any childcare covered by a free childcare place, for example the Early Years Service.

More than £100?

Less than £100?

How much do you think your costs will be per week?

£

2 Your childcare details - continued



Are you claiming Childcare Grant for more than two children?

Include another copy of this page when you send in this form. You can either photocopy this one or download another copy from www.gov.uk/student-finance-forms

Children in childcare

2.3.1 Child's details

Child 1

First name(s)

Surname

Date of birth

DAY MONTH YEAR
□□ - □□ - □□□□

Child 2

First name(s)

Surname

Date of birth

DAY MONTH YEAR
□□ - □□ - □□□□

2.3.2 Typical weekly costs (estimates)

£

£

- If you don't know how much the costs will be for each child, divide your estimate from page 6 equally between the children.
- Don't include any childcare covered by a free childcare place, for example from the Early Years Service.

2.3.3 Childcare start date

The earliest we can pay for your childcare costs is from the start of your academic year.

DAY MONTH YEAR
□□ - □□ - □□□□

DAY MONTH YEAR
□□ - □□ - □□□□

2.3.4 When will your childcare end?

If you're in the final year of your course, we can only pay Childcare Grant until the last day of your final term.

- At the end of term 3.
- My childcare will continue into my next academic year.
- On another date (Give date below)

DAY MONTH YEAR
□□ - □□ - □□□□

- At the end of term 3.
- My childcare will continue into my next academic year.
- On another date (Give date below)

DAY MONTH YEAR
□□ - □□ - □□□□



Keep a note of the estimated childcare costs you've provided. You may want to revise your estimates later in the year.

2 Your childcare details - continued

Differences from your typical weekly childcare costs

We realise that there may be times during the academic year when your typical weekly childcare costs will be different from the estimates you've provided. This could be because of university holidays, your child's school holidays or times when you've arranged for alternative childcare.

2.4 Tell us about any differences in the table below.

Child's name	Reason for difference in estimated weekly costs	From (DAY / MONTH / YEAR)	To (DAY / MONTH / YEAR)	Estimated weekly childcare costs during these dates
				£
				£
				£
				£
				£
				£
				£
				£
				£
				£

Can you change your estimates after you submit your form?

You can tell us about a change to your childcare costs or childcare provider at any time, by sending another copy of this form (CCG1) with your updated details.

Have you sent all the documentation about your children that we need?

Any children you're claiming Childcare Grant for must be financially dependent on you.

If you've already sent documents to prove this as part of your main student finance application, you don't have to send them again. If you haven't, send us a photocopy of their birth certificates, as well as a Tax Credit Award Notice, Universal Credit letter or Child Benefit letter to prove that they are financially dependent on you.

3 Your childcare provider(s) details

3.1 Do you know who your childcare provider(s) will be?

- No** - read and sign the declaration on page 11
- Yes** - provide their details below, then read and sign the declaration on page 11.

Childcare provider 1

Name

Address

Postcode

Phone number

Email address

Name(s) of the child(ren) they provide care for:

Registration Details

Name of registration/approval authority

Registration/approval number

Date of registration/approval

DAY MONTH YEAR
 - -

Speak to your childcare provider to confirm **all** of this information. It's very important that this information is accurate.

Childcare provider 2

Name

Address

Postcode

Phone number

Email address

Name(s) of the child(ren) they provide care for:

Registration Details

Name of registration/approval authority

Registration/approval number

Date of registration/approval

DAY MONTH YEAR
 - -

Speak to your childcare provider to confirm **all** of this information. It's very important that this information is accurate.

3 Your childcare provider(s) details - continued



Do you have more than four childcare providers?

Include another copy of this page with your completed form. You can either photocopy this one or download another copy from www.gov.uk/student-finance-forms

Childcare provider 3

Name

Address

Postcode

Phone number

Email address

Name(s) of the child(ren) they provide care for:

Registration Details

Name of registration/approval authority

Registration/approval number

Date of registration/approval

DAY MONTH YEAR
 - -

Speak to your childcare provider to confirm **all** of this information. It's very important that this information is accurate.

Childcare provider 4

Name

Address

Postcode

Phone number

Email address

Name(s) of the child(ren) they provide care for:

Registration Details

Name of registration/approval authority

Registration/approval number

Date of registration/approval

DAY MONTH YEAR
 - -

Speak to your childcare provider to confirm **all** of this information. It's very important that this information is accurate.

Declaration and next steps

Your declaration

- I confirm that to the best of my knowledge and belief that the childcare estimates I have provided are as accurate as possible based on the information available to me at this time.
- I confirm that to the best of my knowledge and belief that the rest of the information I have provided is true and complete. If it is not, I understand I may not receive financial support; any support I have received may be withdrawn and I could be prosecuted.
- I understand that if my childcare costs are different from the estimates I have provided, further payments of my Childcare Grant may increase or decrease accordingly. If no further Childcare Grant payments are due to be paid to me, I may be liable to repay any difference.
- I understand that if I do not provide evidence of my actual childcare costs within the timescales set, I may lose my entitlement to Childcare Grant.
- 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 may have to pay back any overpayment of Childcare Grant.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from the childcare element of either Working Tax Credit or Universal Credit during the academic year and I agree to tell SLC immediately if I, or my husband, wife, civil partner or cohabiting partner does receive this support.
- I confirm that my husband, wife, civil partner or cohabiting partner (if applicable) will not receive Childcare Allowance from the NHS during the academic year as part of their student finance. I agree to tell SLC immediately if my husband, wife, civil partner or cohabiting partner does receive this support.



Make sure you sign the declaration in ink. Digital signatures will not be accepted.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

DAY MONTH YEAR
 - -

Next steps

When does/did your course start?	What is today's date?	What you need to do next
	Before 20 October 2014	Send us your CCG1 form now.
Between 1 August 2014 and 31 December 2014	On or after 20 October 2014	<p>You'll need to confirm what your childcare provider has charged you up to 26 October. To do this you'll need to complete a CCG2 form. You must send your CCG1 and CCG2 forms to us at the same time - if you don't, this will delay payment of your Childcare Grant.</p> <p>You can download a copy of the CCG2 form at www.gov.uk/student-finance-forms</p>



If your course starts on or after 1st January 2015, go to the next page to find out your next steps.

Declaration and next steps - continued

Next steps (continued)

When does/did your course start?	What is today's date?	What you need to do next
Between 1 January 2015 and 31 March 2015	Before 16 February 2015	Send us your CCG1 form now.
	On or after 16 February 2015	You'll need to confirm what your childcare provider has charged you up to 22 February. To do this you'll need to complete a CCG2 form. You must send your CCG1 and CCG2 forms to us at the same time - if you don't, this will delay payment of your Childcare Grant. You can download a copy of the CCG2 form at www.gov.uk/student-finance-forms

When does/did your course start?	What is today's date?	What you need to do next
Between 1 April 2015 and 30 June 2015	Before 18 May 2015	Send us your CCG1 form now.
	On or after 18 May 2015	You'll need to confirm what your childcare provider has charged you up to 24 May. To do this you'll need to complete a CCG2 form. You must send your CCG1 and CCG2 forms to us at the same time - if you don't this will delay payment of your Childcare Grant. You can download a copy of the CCG2 form at www.gov.uk/student-finance-forms

When does/did your course start?	What is today's date?	What you need to do next
Between 1 July 2015 and 31 July 2015	Before 17 August 2015	Send us your CCG1 form now.
	On or after 17 August 2015	You'll need to confirm what your childcare provider has charged you up to 23 August. To do this you'll need to complete a CCG2 form. You must send your CCG1 and CCG2 forms to us at the same time - if you don't this will delay payment of your Childcare Grant. You can download a copy of the CCG2 form at www.gov.uk/student-finance-forms

Send your form(s) and any other documents we need to:

**Student Finance England
PO Box 210
Darlington
DL1 9HJ**