



student finance england
the student finance experts

Childcare Grant Application Form CCG1

Your estimated weekly childcare costs 2015/16

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

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 – you can still apply for the Childcare Grant based on your estimated childcare costs even if you don't have your provider's details yet.



SFE/CCG1/1516/A

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Information about the Childcare Grant

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 £155.24 per week

If you have **one child** in childcare, you could get up to a maximum of £155.24 per week, or 85% of your total childcare costs (whichever is less).



= up to a maximum of £266.15 per week

If you have **two or more children** in childcare, you could get up to a maximum of £266.15 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 £120.02 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

How to complete this form

- **Complete sections 1 and 2** to tell us about you, any children you'll have in childcare and your estimated childcare costs.
- **Complete section 3** if you know who your childcare provider(s) will be.
- **Complete the declaration page** – make sure you read, sign and date the declaration.

1 Your personal details

1.1 Customer Reference Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1.2 Your details

First name(s)

Surname

Date of birth

DAY			-	MONTH			-	YEAR				
<input type="text"/>	<input type="text"/>		-	<input type="text"/>	<input type="text"/>		-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current home address

Postcode

Alternatives to Childcare Grant

1.3 During the academic year, do you or your partner expect to receive:

- the childcare element of Working Tax Credit or Universal Credit; or
- Childcare Allowance from the National Health Service (NHS) as part of a student finance package; or
- Tax-Free Childcare from HMRC

No Yes - read the note below

No Yes - read the note below

No Yes - read the note below

By partner we mean your spouse, civil partner or cohabiting partner.



If you answer yes to any of the questions above, you can't get Childcare Grant **at the same time** as receiving childcare support from one of these sources. You can still apply for Childcare Grant, however you'll only get it if you stop receiving support from these sources.

Your childcare details

In this section you need to tell us how much you expect to pay per week for childcare in this academic year.

How to estimate your childcare costs

If you're not sure how much you'll have to pay for childcare, consider the following details to make sure your estimate is as accurate as possible:

- how many days per week you'll need childcare;
- the types of childcare you'll need (such as nursery school, child-minders or after-school clubs);
- how much the childcare providers in your area charge.

! **Remember: you should apply as soon as you can so we can work out what your first payment will be and have it ready for you as soon as possible.**

2 Your childcare details



Are you claiming Childcare Grant for more than two children?

Include another copy of this form, with details of your other children, 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

	Child 1	Child 2
2.1.1 Child's details	<p>First name(s) <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Date of birth DAY MONTH YEAR <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>First name(s) <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Date of birth DAY MONTH YEAR <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
2.1.2 Typical weekly costs (estimates)	<p>£ <input type="text"/></p>	<p>£ <input type="text"/></p>
	<ul style="list-style-type: none">• Don't include any childcare covered by a free childcare place, for example from the Early Years Service.	
2.1.3 Childcare start date	<p>DAY MONTH YEAR <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>DAY MONTH YEAR <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>The earliest we can pay for your childcare costs is from the start of your academic year.</p>		
2.1.4 When will your childcare end?	<p><input type="checkbox"/> My childcare will continue until the end of this academic year.</p> <p><input type="checkbox"/> At the end of term 3.</p> <p><input type="checkbox"/> On the date given below</p> <p>DAY MONTH YEAR <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p><input type="checkbox"/> My childcare will continue until the end of this academic year.</p> <p><input type="checkbox"/> At the end of term 3.</p> <p><input type="checkbox"/> On the date given below</p> <p>DAY MONTH YEAR <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p>If you're in the final year of your course, we can only pay Childcare Grant until the last day of your final term.</p>		



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.

2.2 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 9.

Yes - provide their details below, then read and sign the declaration on page 9.

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:
 - (i) the Working Tax Credit; (ii), the Universal Credit; (iii) Tax-Free Childcare; and/or (iv) the NHS Childcare Allowance; and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC reserves the right to share my personal data with Her Majesty's Revenue & Customs ("HMRC") to check whether I am in receipt of childcare support from HMRC.



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 19 October 2015	Send us your CCG1 form now.
Between 1 August 2015 and 31 December 2015	On or after 19 October 2015	<p>You'll need to confirm what your childcare provider has charged you up to 25 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 2016, 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 2016 and 31 March 2016	Before 15 February 2016	Send us your CCG1 form now.
	On or after 15 February 2016	You'll need to confirm what your childcare provider has charged you up to 21 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 2016 and 30 June 2016	Before 16 May 2016	Send us your CCG1 form now.
	On or after 16 May 2016	You'll need to confirm what your childcare provider has charged you up to 22 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 2016 and 31 July 2016	Before 15 August 2016	Send us your CCG1 form now.
	On or after 15 August 2016	You'll need to confirm what your childcare provider has charged you up to 21 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