

Three small teal hexagons stacked vertically.

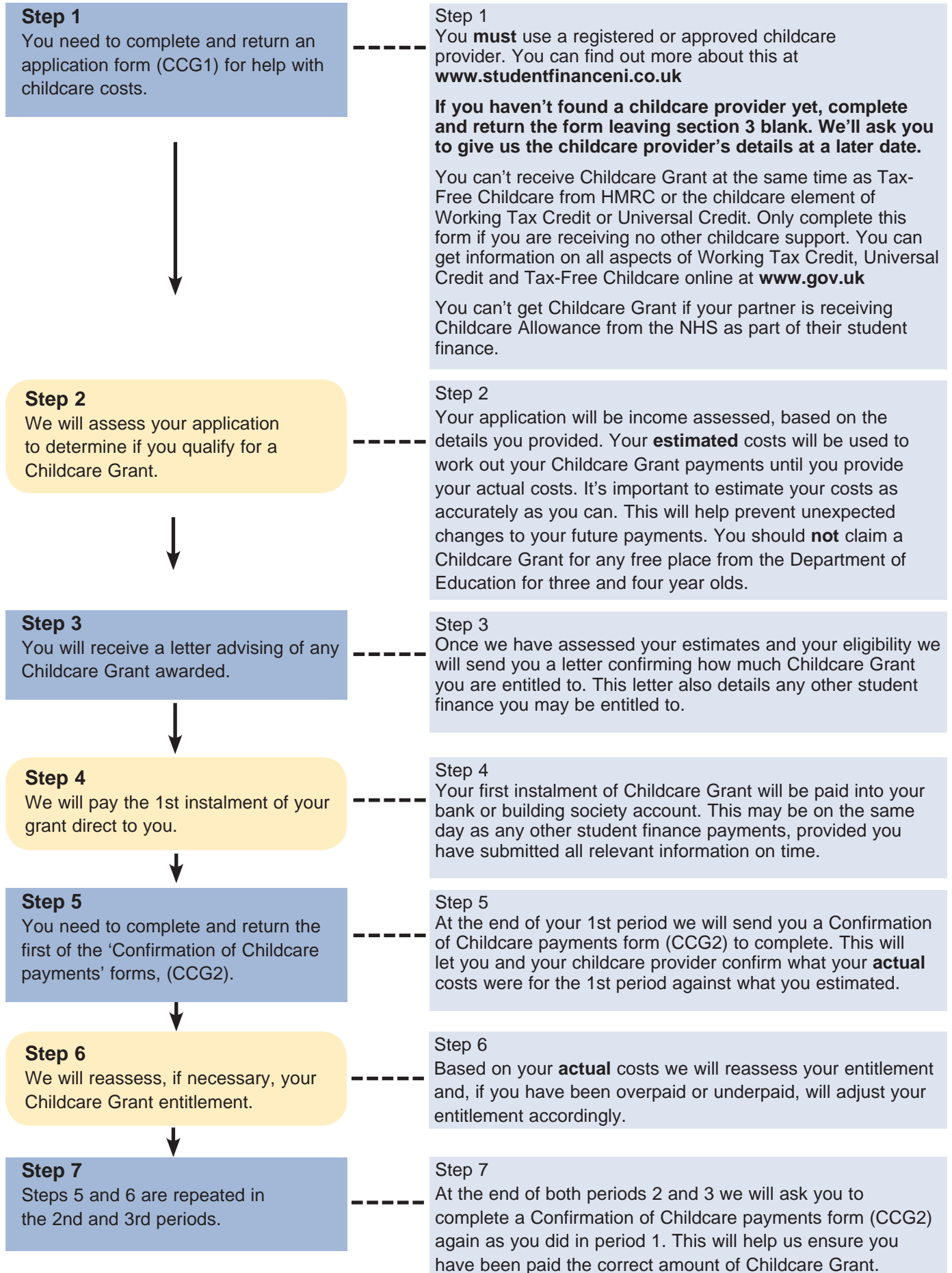
CCG1

Application for help with
childcare costs 2019/20

Three large teal hexagons arranged horizontally, overlapping slightly.

Steps to getting a Childcare Grant (CCG)

if you have dependent children in registered or approved childcare.



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

Instructions

- **Sections 1 and 2** must be completed by **you**.
- **Section 3** must be completed by **your childcare provider(s)**.
- **Answer all the questions.** If you leave any questions blank we will not be able to process this application. 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 attach a blank piece of paper to the back of this form.
- You must send your 2019/20 Child Tax Credit Award Notice (TC602) or your Universal Credit Award Notice with this form.

section

1

student's details

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"/> <input type="text"/>
Forename(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Day Month Year</small>
Your full current home address (not your university or college address)	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

section

2

student's childcare details

a

Childcare 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 2019/20 academic year. We may share your details with HMRC to make sure you're not in receipt of any childcare support from them.

Child's full name	Date of birth Day, month, year	Date childcare started in academic year 2019/20
Child 1		
Child 2		
Child 3		
Child 4		
Child 5		

student's childcare details

b

You may get a free place for a child aged three or four from the Department of Education. Your application for Childcare Grant must not include costs for these places.

Will any child mentioned in question 2a receive a free place from the Department of Education for three and four year olds **during** the academic year 2019/20? Yes No

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

	Postcode	

c

Childcare estimates

Tell us each child's name and how much your weekly childcare costs will be for the full academic year, including 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 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	£	£	£	£	£

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 form CCG2.

student's childcare details

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 question 2c, please provide details below.

Name of child	Weeks in which you do not pay childcare or in which you pay different amounts From (D D, M M, Y Y Y Y) to (D D, M M, Y Y Y Y)	Total weekly childcare costs (£)

Student Declaration

To find out how we'll use the information you provide go to www.studentfinanceni.co.uk/privacynotice to read our Privacy Notice before signing this form.

Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow, G2 7JD or by calling our Customer Support Office on 0300 100 0077.

- I confirm where I have provided any personal information in relation to a third party, I have informed them of this.
- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand I may be refused financial support, and any support I have had may be withdrawn and I could be prosecuted.
- 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 the Education Authority immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that the Education Authority 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.
- I understand that all cases of actual or suspected fraud will be vigorously and promptly investigated and will be notified to the Police Service Northern Ireland.

Your full name (in
BLOCK CAPITALS)

Your signature

Date

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"/>

Important information

Your childcare provider(s) completes section 3 of this form. You must ensure that each childcare provider is approved or registered as described in our online guidance. This can be found at www.studentfinanceni.co.uk

You cannot receive a Childcare Grant if you or your husband, wife or partner are receiving the childcare element of Working Tax Credit or Universal Credit.

You cannot receive a Childcare Grant if you or your husband, wife or partner is receiving Childcare Allowance from the NHS as part of a student finance package.

You cannot receive a Childcare Grant if you or your husband, wife or partner are receiving Tax-Free Childcare from HMRC.

You need to send us all the evidence we need, including your child's/children's original long birth certificate(s), and any evidence that you have care of the child/children, for example, your Child Tax Credit Award Notice (TC602) or your Universal Credit Award Notice.

We may share the childcare provider details you provide with the relevant registration/approval authority to confirm their registration/approval. If we become aware of fraudulent activity we will share the provider details you've given us with Cifas. You need to tell your childcare provider that you've given us their details.

to be completed by childcare provider (1)

We may share the details you provide with the relevant registration/approval authority to confirm your registration/approval. If we become aware of fraudulent activity we will share the provider details you give us with Cifas.

Childcare provider detail

Name of childcare provider

Address

Postcode

Phone number

Email address

Childcare provider registration/approval details

Please tick the appropriate box and provide the details requested.

Registered childcare provider in Northern Ireland
I am registered with a Health and Social Services Trust as a childminder or provider of daycare.

Registration number (if applicable)

Date of registration Day Month Year

Please sign the childcare provider declaration on the next page.

Approved or registered childcare provider in England, Scotland or Wales
Registration number

Date of approval or registration. This lasts from Day Month Year

To Day Month Year

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

Postcode

Phone number

Please sign the childcare provider declaration on the next page.

3

continued

to be completed by childcare provider (1)

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.

I confirm that I am not the partner of this student or a relative of this student's child.

I understand that all cases of actual or suspected fraud will be vigorously and promptly investigated and will be notified to the Police Service Northern Ireland.

Your full name (in
BLOCK CAPITALS)

Your signature

Date

Day			Month			Year			
	<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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to be completed by childcare provider (2)

We may share the details you provide with the relevant registration/approval authority to confirm your registration/approval. If we become aware of fraudulent activity we will share the provider details you give us with Cifas.

Childcare provider details

Name of childcare provider

Address

Postcode

Phone number

Email address

Childcare provider registration/approval details

Please tick the appropriate box and provide the details requested.

Registered childcare provider in Northern Ireland

I am registered with a Health and Social Services Trust as a childminder or provider of daycare.

Registration number (if applicable)

Date of registration

<small>Day</small>	<small>Month</small>	<small>Year</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please sign the childcare provider declaration on the next page.

Approved or registered childcare provider in England, Scotland or Wales

Registration number

Date of approval or registration.

This lasts from

<small>Day</small>	<small>Month</small>	<small>Year</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To

<small>Day</small>	<small>Month</small>	<small>Year</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Postcode

Phone number

Please sign the childcare provider declaration on the next page.

3 continued

to be completed by childcare provider (2)

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.

I confirm that I am not the partner of this student or a relative of this student's child.

I understand that all cases of actual or suspected fraud will be vigorously and promptly investigated and will be notified to the Police Service Northern Ireland.

Your full name (in
BLOCK CAPITALS)

Your signature

Date

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"/>



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Student's checklist

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

Fully answered all the relevant questions tick

Checked that your childcare provider is fully registered or approved? For more information read our online guidance available at www.studentfinanceni.co.uk tick

Asked your childcare provider(s) to complete section 3 (if applicable) tick

Attached all the evidence we need, including your child's/children's original birth certificate(s), and any evidence that you have care of the child/children, for example, your 2019/20 Child Tax Credit Award Notice (TC602) or your Universal Credit Award Notice. tick

Signed and dated the Student's Declaration tick



Please remember to pay the correct postage.

You must return your completed form to the Education Authority (EA) address which can be found using the EA finder available online at www.studentfinanceni.co.uk

