

2018/19

CCG2

Childcare Grant Confirmation form
Your actual weekly childcare costs

Why do you need to complete this form?

You and your childcare provider need to complete this form to confirm the actual amounts your provider has charged you for childcare.

When do you need to return this form?

As soon as possible. If we don't receive this form from you within six weeks of the date on the enclosed letter, your Childcare Grant payments will be stopped and you may have to repay any Childcare Grant you've already had.

How to complete this form:

- **You complete the student section which starts on page 3** – this asks for information about you and whether you expect any changes to your typical weekly childcare costs.
- **You need to read, sign and date the declaration on page 6.**
- **Ask your childcare provider(s) to complete the childcare provider section which starts on page 7** – this asks them to confirm information about themselves, your children and how much they have charged you for childcare.



SFW/CCG2/1819/A

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Information about the Childcare Grant

Confirming your childcare costs

You've already given us estimates of your childcare costs. Now your childcare provider needs to confirm how much they've charged you for childcare per week. The dates they need to confirm their charges for are shown in the childcare provider section of this form. If you've received any free hours of childcare, these shouldn't be included in the childcare costs claimed for.

You can also use this form to tell us about any changes to your childcare costs that you expect during the rest of the academic year.

We'll use your confirmed childcare costs and any updated estimates you provide to check if we've paid you the right amount of Childcare Grant. We'll increase or decrease your future payments based on any difference between your estimated and actual costs. You may also have to repay any Childcare Grant you shouldn't have received.

If you started your course between 1 August 2018 and 31 August 2018 you'll need to confirm your childcare costs:

- 13 weeks from the start of your academic year
- After a further 13 weeks
- At the end of the academic year.

If you started your course on or after 1 September 2018 you'll need to confirm your childcare costs:

- 8 weeks from the start of your academic year
- After a further 13 weeks
- At the end of the academic year.

We'll send you a copy of the CCG2 form to complete and return at the end of each of these periods.

What kinds of childcare qualify?

Your childcare provider must be registered with, or approved by, an appropriate body such as the Care and Social Services Inspectorate for Wales (CSSIW), for you to get Childcare Grant.

You can find more information on the Childcare Grant at www.studentfinancewales.co.uk

Where do you need to send your form?

Send your completed form to:

Student Finance Wales
PO Box 211
Llandudno Junction
LL30 9FU

Student section

Personal details

When completing your form, make sure you answer all the questions that apply to you.

If you don't give us all the information we need, it will cause a delay in reviewing your form. This could affect your Childcare Grant payments.

1.1 Customer Reference Number

1.2 Student's details

First name(s)

Surname

Date of birth

Day

Month

Year

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

 No Yes - read the note below No Yes - read the note below No Yes - read the note below

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.

Student section

Your weekly childcare costs

1.4 Do you expect your weekly childcare costs to change during the rest of the academic year?

This could be because:

- Your childcare provider has changed their charges.
- You're using a new childcare provider.
- You have started or stopped using childcare for your children.
- You're using childcare more or less often than you planned.
- You know specific dates, such as school or university holidays, when your childcare will be different.

- No** – read and sign the declaration on page 6 and pass this form to your childcare provider.
- Yes**

Updating your childcare costs

Tell us how your typical childcare costs will change.

There is space on the next page to tell us about changes at specific times in the academic year.



Are you claiming Childcare Grant for more than two children?

If so, include another copy of this page and page 5 with your form with the additional children's details. You can either photocopy these pages or download copies from www.studentfinancewales.co.uk

	Child 1	Child 2
1.5 Child's details	<p>First name(s)</p> <input type="text"/> <p>Surname</p> <input type="text"/> <p>Date of birth</p> <p>Day Month Year</p> <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>First name(s)</p> <input type="text"/> <p>Surname</p> <input type="text"/> <p>Date of birth</p> <p>Day Month Year</p> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.6 Updated typical weekly costs (estimates)	<p>£</p> <input type="text"/>	<p>£</p> <input type="text"/>
1.7 Date your childcare costs will change	<p>Day Month Year</p> <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>Day Month Year</p> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Student section

1.8 Childcare end date

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

My childcare will continue until the end of this academic year.

At the end of term 3.

On the date given below.

Day Month Year
 / /

My childcare will continue until the end of this academic year.

At the end of term 3.

On the date given below.

Day Month Year
 / /

Specific differences to your childcare costs

1.9 Tell us about any specific times during the academic year when your weekly costs will change. This could include your university holidays, your children's school holidays or times when you've arranged for alternative childcare.

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
				£
				£
				£
				£
				£
				£
				£
				£
				£

If you need more space, or you need to give us any more information about your application for Childcare Grant, please use the Additional notes section on page 14.



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

Student section

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.studentfinancewales.co.uk Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow, G2 7JD or by calling us on **0300 200 4050**.

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.

Student declaration


- 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 not receive financial support, any support I have had may be withdrawn and I could be prosecuted.
- 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 of Childcare Grant.
- I understand that if I do not provide the evidence of my childcare costs within the timescales set, I might lose my entitlement to Childcare Grant. Also if my payments to my childcare provider are different from the estimates I provide, I understand that further payments will 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 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 HM Revenue & Customs (HMRC) to check whether I am in receipt of childcare support from HMRC.
- I understand that it is my responsibility to ensure that the costs provided by my childcare provider are accurate and apply to the relevant period of time.
- I have not made any changes to any of the information provided by my childcare provider.

Your full name (in BLOCK CAPITALS)

Your signature

Today's 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"/>

 Now pass this form to your childcare provider. There are pages for three separate providers. If you use more than three providers, you can either photocopy the pages you need, or download a copy of this form from www.studentfinancewales.co.uk

If your childcare provider makes an error, you need to contact them. Any corrections must be made by your provider and they must sign next to each correction.

Childcare provider section

How does the Childcare Grant work?

The student detailed on this form has applied for Childcare Grant to help them pay for their childcare. The student gives us their estimated costs for the academic year and we pay them a grant of up to 85% of their costs. It's up to the student to pay you for their childcare.

Why do you need to complete this form?

Complete this form so we can work out if we've paid the right amount of Childcare Grant to the student. We'll ask you to do this three times during the student's academic year.

If you don't complete this form, we'll stop the student's Childcare Grant payments and they may not be able to pay you for their childcare.

What do you need to tell us?

- Your name, contact details and registration details.
- The **names of the children** you provided care for.
- The **weekly** amounts you've charged this student for childcare.

Do you need to do anything else?

You should keep a copy of the charges you confirm for this student because we check the Childcare Grant claims of some students throughout the academic year.

Childcare provider section



Before completing this section of the form, read the information on page 7.

Childcare provider 1 details

Name

Address

Postcode

Phone number

Email address

Names of the children you provide care for:

Registration Details

Name of registration/approval authority

Registration/approval number

Date of registration/approval

Day Month Year
 / /

Confirmation of childcare charges

Read the information below to make sure you give us all the information we need.

Do:

- ✓ Confirm your charges for **all** of the dates on the form.
- ✓ Confirm your charges **per week** (Monday to Sunday), even if you charge the student on a different basis.
- ✓ Confirm your charges even if you haven't been paid by the student yet.
- ✓ Sign next to your corrections if you make any mistakes.
- ✓ Write "0" or "n/a" in the "Amount charged" box for any weeks when you didn't charge anything.
- ✓ Remember to read, sign and date the declaration.

Don't:

- ✗ Confirm your charges for any dates not on the form.
- ✗ Confirm your charges per month, per term or per year.
- ✗ Leave the "Amount charged" box blank for any of the dates on the form.
- ✗ Ask the student to correct any mistakes themselves.

Childcare provider section

Childcare provider name

Week commencing			Amount charged	Week commencing			Amount charged
Day	Month	Year		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"/>
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Childcare provider 1 declaration

- I confirm that I have provided childcare for the children I have named on this form.
- I confirm that I have charged the weekly childcare amounts for the dates given on this form.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day / Month / Year



Pass this form back to the student once you've completed it.

Childcare provider section



Before completing this section of the form, read the information on page 7.

Childcare provider 2 details

<p>Name</p> <input type="text"/> <p>Address</p> <input type="text"/> <p style="text-align: right;">Postcode</p> <p>Phone number</p> <input type="text"/> <p>Email address</p> <input type="text"/>	<p>Names of the children you provide care for:</p> <input type="text"/> <p>Registration Details</p> <p>Name of registration/approval authority</p> <input type="text"/> <p>Registration/approval number</p> <input type="text"/> <p>Date of registration/approval</p> <table border="0"> <tr> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td><input type="text"/> <input type="text"/> /</td> <td><input type="text"/> <input type="text"/> /</td> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> </table>	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"/>
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Confirmation of childcare charges

Read the information below to make sure you give us all the information we need.

Do:

- ✓ Confirm your charges for **all** of the dates on the form.
- ✓ Confirm your charges **per week** (Monday to Sunday), even if you charge the student on a different basis.
- ✓ Confirm your charges even if you haven't been paid by the student yet.
- ✓ Sign next to your corrections if you make any mistakes.
- ✓ Write "0" or "n/a" in the "Amount charged" box for any weeks when you didn't charge anything.
- ✓ Remember to read, sign and date the declaration.

Don't:

- ✗ Confirm your charges for any dates not on the form.
- ✗ Confirm your charges per month, per term or per year.
- ✗ Leave the "Amount charged" box blank for any of the dates on the form.
- ✗ Ask the student to correct any mistakes themselves.

Childcare provider section

Childcare provider name

Week commencing			Amount charged	Week commencing			Amount charged
Day	Month	Year	£	Day	Month	Year	£
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Childcare provider 2 declaration

- I confirm that I have provided childcare for the children I have named on this form.
- I confirm that I have charged the weekly childcare amounts for the dates given on this form.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

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



Pass this form back to the student once you've completed it.

Childcare provider section



Before completing this section of the form, read the information on page 7.

Childcare provider 3 details

Name

Address

Postcode

Phone number

Email address

Names of the children you provide care for:

Registration Details

Name of registration/approval authority

Registration/approval number

Date of registration/approval

Day Month Year
 / /

Confirmation of childcare charges

Read the information below to make sure you give us all the information we need.

Do:

- ✓ Confirm your charges for **all** of the dates on the form.
- ✓ Confirm your charges **per week** (Monday to Sunday), even if you charge the student on a different basis.
- ✓ Confirm your charges even if you haven't been paid by the student yet.
- ✓ Sign next to your corrections if you make any mistakes.
- ✓ Write "0" or "n/a" in the "Amount charged" box for any weeks when you didn't charge anything.
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Don't:

- ✗ Confirm your charges for any dates not on the form.
- ✗ Confirm your charges per month, per term or per year.
- ✗ Leave the "Amount charged" box blank for any of the dates on the form.
- ✗ Ask the student to correct any mistakes themselves.

Childcare provider section

Childcare provider name

Week commencing			Amount charged	Week commencing			Amount charged
Day	Month	Year		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"/>
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Childcare provider 3 declaration

- I confirm that I have provided childcare for the children I have named on this form.
- I confirm that I have charged the weekly childcare amounts for the dates given on this form.

Your full name (in BLOCK CAPITALS)

Your signature

X

Today's date

Day / Month / Year

! Pass this form back to the student once you've completed it.

Additional notes

Please tell us which section and question your additional notes are about.