

## Part Time Dependants' Grants

### Higher Education Student Finance in Wales 2015/16 Academic Year

May 2015

**This guidance is not exhaustive and is not a substitute for consulting The Education (Student Support) (Wales) Regulations 2015. This guidance document makes note of some changes, which are subject to that legislation. The Regulations may be subject to further amendment.**

This guidance does not cover every aspect of student support. The full details are contained in The Education (Student Support) (Wales) Regulations 2015 which are the legal basis of the student support arrangements for the academic year 2015/16. Nothing in this guidance can replace the Regulations and if there is any difference between this guidance and the Regulations, the Regulations prevail. This guidance is based on the Regulations as they stand at the time of publication and may change in future.

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**This guidance is for Welsh domiciled students only**

**Please note that the following changes have been made:**

- **Universal Credit (UC) was introduced in Wales from April 2014 and will gradually replace some existing benefits, including Working Tax Credit (WTC). References to Universal Credit have been added to the chapter where relevant.**

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## Introduction

1. This chapter explains the part-time dependants' grants, which some part-time students may be eligible for. This chapter should be used in conjunction with and is not a replacement for the Education (Student Support) (Wales) Regulations 2015.
2. The part-time dependants' grants are:
  - Part-time Adult Dependants' Grant (PTADG) (regulation 96);
  - Part-time Childcare Grant (PTCCG) (regulation 97); and
  - Part-time Parents' Learning Allowance (PTPLA) (regulation 98)

## Policy

### General eligibility

3. The general eligibility criteria for part-time student support can be found in the 2015/16 'Fee Support and Course Grants for Part-time Students' guidance chapter.
4. Students who are personally eligible for student support under paragraph 9 of Schedule 1 (i.e. nationals of member states of the European Union) but not under any other paragraph of that Schedule, are not eligible for part-time dependants' grants.
5. Regulations 94 - 95(3) applies with regard to eligibility for part-time dependants' grants.

**This has the effect of limiting support to a maximum of eight years** for courses that began before 1 September 2014 or sixteen years for courses that began on or after 1 September 2014 (Regulation 86).

**No student who holds an Honours degree from a UK institution will be eligible for part-time dependants' grants** (unless that student is topping up an existing degree to an Honours degree.)

**No more than any one course at any one time can be supported (full or part-time)**

6. Part-time dependants' grants are available to eligible students regardless of age.
7. A student can only receive part-time dependants' grant support for a designated part-time course (or a designated full-time distance learning course which the student started before 1 September 2012). Any student starting a full-time distance learning course on or after 1 September 2012 is not eligible for dependants' grants. Regulations 71 and 88 cover which courses are eligible for support.
8. Students are eligible for part-time dependants' grants while attending an overseas institution as part of their UK course, whether obligatory or optional (but see paragraph 51 in respect of the Part-time Childcare Grant).
9. New eligible Welsh domiciled students who start a designated part-time course on or after 1 September 2014 can apply for part-time Tuition Fee Loan, and the existing income assessed part-time course grant, part-time dependants' grants (ADG, PLA and CCG) and part-time Disabled Students' Allowances (DSAs). EU students are eligible for fee support only and are therefore not eligible to apply for part-time course grant, dependants' grants or DSAs.
10. Due to the differences in minimum intensity of study requirements for part-time products, a student may not be eligible for all part-time products in all years of their

course. A minimum of 25% full-time equivalent (FTE) study intensity is required to be eligible for tuition fee loan and DSAs; however, where the student is applying for **Course Grant** and / or **Dependants' Grants**, the intensity of study must not be less than 50% FTE, and the student must be able to complete the part-time course in no more than two times the length of an equivalent full-time course.

### Means-tested NHS bursaries

11. Under regulation 86(3), students are not eligible for part-time support for any academic year during which they are eligible for NHS bursaries or similar awards bestowed under section 63 of the Health Services and Public Health Act 1968, article 44 of the Health and Personal Social Services (Northern Ireland) Order 1972 or sections 73(f) and 74(1) of the Education (Scotland) Act 1980. Students who are eligible for an NHS Bursary should be directed to:

<http://www.wales.nhs.uk/sitesplus/955/page/72050> Students can also contact the NHS Student Awards Unit by phoning 029 2037 6854.

### ITT Courses

12. Where a student begins a part-time or flexible ITT course on or after 1 September 2010, the course will attract the part-time support package. Designated part-time first degree and postgraduate ITT courses of at least one academic year in length will attract the same part-time package of tuition fee loan or fee grant, course grant (see 'Fee Support and Course Grants for Part-time Students' guidance chapter) dependants' grants and DSAs as part-time non-ITT first degree courses.

### Unpaid Service

13. Students on certain specified unpaid placements in the public or voluntary sectors are eligible for DSAs and part-time dependants' grants.
  - Unpaid service in a hospital or in a public health laboratory or with a Clinical Commissioning group in the UK;
  - Unpaid service with a local authority in the UK acting in the exercise of their functions relating to health, welfare or the care of children and young persons or with a voluntary organisation providing facilities or carrying out activities of a like nature in the UK or a Local Authority acting in the exercise of public health functions;;
  - Unpaid service in the prison or probation and aftercare service in the UK;
  - Unpaid research in an institution in the UK or, in the case of a student attending an overseas institution as a necessary part of their course, in an overseas institution; (In the Department's view research in an institution must involve some activity within the institution but not all of the work or activity must take place within the institution's physical bounds. Some research work might require a student to undertake some research away from their institution but as long as their base is established at the institution, such work can be regarded as part of their work in the institution.)
  - Unpaid service with a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or Health and Social Services Board in England or Wales, or their Scottish or Northern Irish equivalents.

### **Students who become eligible during the course**

14. Under regulation 87(4), a student **may** qualify for part-time dependants' grants from, and including, the academic year during which:
  - The student's course becomes designated;
  - The student, his or her spouse, his or her civil partner or his or her parent is recognised as a refugee or becomes a person with leave to enter or remain;
  - The state of which he is a national, accedes to the European Union where the student has been ordinarily resident in the United Kingdom and Islands throughout the three-year period immediately preceding the first day of the first academic year of the course;
  - The student acquires the right of permanent residence;
  - The student becomes the child of a Turkish Worker;
  - The student becomes an EEA migrant worker or a family member of an EEA migrant worker, or a person described in paragraph 6 of Schedule 1;
  - The student becomes the child of a Swiss national.
15. In these circumstances the student is eligible for Part-time Adult Dependants' Grant and Part-time Parents' Learning Allowance only for the quarters after the events in paragraph 15 above occur. For example, a course becomes designated during quarter 1. PTADG, PTPLA and PTCCG are awarded from the beginning of quarter 2 and continue for the remainder of the course (except the quarter in which the longest vacation falls). (Note that prior to AY 2014/15, the student would have been eligible for PTCCG for the whole year of the course in which they become eligible.)
16. Students are not eligible for part-time dependants' grants for academic years of the course falling **before** the academic year in which they become eligible in the circumstances described above.

### **Eligibility for grants for living costs where students withdraw or suspend study**

17. SFW will have the discretion to pay part-time dependants' grants until the end of the term in which the student has withdrawn from a course and, further, the discretion to pay part-time dependants' grants if a student is absent from their course.

### **Part-time grants for dependants**

18. The part-time dependants' grants in 2015/16 are:
  - Part-time Adult Dependants' Grant; (PTADG) (regulation 96)
  - Part-time Childcare Grant; (PTCCG) and (regulation 97)
  - Part-time Parents' Learning Allowance. (PTPLA) (regulation 98)

### **Definitions for part-time dependants' grants**

19. For the purposes of grants for dependants, the following definitions apply (Regulation 100):
  - 'dependant' means, in relation to an eligible student, the student's partner, the student's dependent child or an adult dependant, who in each case is not an eligible student and does not hold a statutory award;
  - 'partner' means any of the following:

- i. the spouse or civil partner of an eligible student;
- ii. the co-habiting opposite sex partner for a student who is aged 25 or over on the first day of the relevant year of a course that began on or after 1 September 2000 (excluding courses taken end-on to a course that started before 1 September 2000);
- iii. the co-habiting same sex partner for a student who is aged 25 or over on the first day of the relevant year of a course that began on or after 1 September 2005 (excluding courses taken end-on to a course that started before 1 September 2005).

The definition of a partner does not include a partner of the student where SFW considers they have separated (in the case of a married student or a student in a civil partnership). This definition also does not include a partner who is ordinarily living outside the United Kingdom and is not maintained by the student.

- 'adult dependant' means, in relation to an eligible student, an adult person who is dependent on the student, other than the student's child, partner (including a spouse or civil partner from whom SFW considers the student is separated) or former partner;
  - 'child', in relation to an eligible student, includes any child of the student's partner who is dependent on the student and any child for whom the student has parental responsibility and is dependent on the student;
  - 'dependent' means wholly or mainly financially dependent;
  - 'dependent child' means, in relation to an eligible student, a child dependent on the student.
20. A child or adult person can be considered to be 'dependent' on an eligible student if:
- (a) he or she is wholly or mainly financially dependent on the eligible student alone;  
or
  - (b) he or she is wholly or mainly financially dependent on the eligible student and their partner together (i.e. where the child or adult person is equally financially dependent on the eligible student and their partner who together are providing all or most of his financial support).
21. The definition of 'dependant' means that an eligible student aged under 25 is not eligible for a Part-time Adult Dependants' Grant in respect of a co-habiting partner. Since 2005/06, a student's same sex partner has fallen within the definition of a 'partner' rather than adult dependant. Part-time students under 25 with a dependent same sex partner are no longer eligible for a dependants' grant for that partner. This brings the treatment of same sex partners of students aged under 25 into line with opposite sex partners of students under 25 (regulation 100(1)(j)). The definition of 'dependant' also means that an eligible student will no longer be eligible for a Part-time Adult Dependants' Grant in respect of a dependent child or an adult dependant who is also an eligible student and who holds a statutory award (regulation 100(1)(c)).
22. The following table summarises when the cohabiting same sex partner or civil partner of a student is a dependant.

	Students who started their course before September 2005		Students who started their course in September 2005 or after	
P/T Student	Cohabiting same sex partner (not in a civil partnership)	Civil partner	Cohabiting same sex partner (not in a civil partnership)	Civil Partner
Under 25 years old	X	✓	X	✓
Aged 25 years or over	X	✓	✓	✓

### **Determining where financial dependence lies**

#### **Students aged 25 or over (or under 25 if they are married or in a civil partnership)**

23. We recommend that the dependants' grants means test is applied in all such cases to determine whether grants are payable.

#### **Students aged under 25 with a child and living with a partner (including a same sex partner)**

24. Where a student is under 25 and living with a partner, the partner is not a dependant of the student under regulation 100(1)(j). Therefore the partner's income should not then be used to assess the part-time dependants' grants under regulation 99. However, the income of the partner of a student under 25 should be considered for the purpose of deciding whether a child is mainly financially dependent on the student or the student and the student's partner together. This should be decided by comparing the estimated income that a student might have – maximum potential student support, the maximum applicable PTCCG, PTADG, PTPLA, plus any income from other sources – with the net income of the student's partner, except for any child tax credit. Any child tax credit received either by the student or their partner should be added to the student's estimated income.

### **Part-time Adult Dependants' Grant**

25. In 2015/16, the amount of Part-time Adult Dependants' Grant (PTADG) under regulation 96 is **£2,732** (prior to calculation under regulation 103) for one only of:
- an eligible student's partner (as defined in paragraph 20); or
  - an adult dependant of the student whose net income does not exceed **£3,923**.
26. The residual income of a partner (as determined by paragraph 5 of Schedule 6 of the Regulations), whatever the amount, is always included in the dependants' grant income assessment because there is no maximum amount specified in regulation 96(2)(a) for a partner. A student is not eligible for a grant in respect of an adult dependant whose net income exceeds the maximum amount applicable and such dependants are not included in the dependants' grant income assessment. The income of a partner, a dependent child or an adult dependant any of whom is also a full-time eligible student or who holds a statutory award is not included in the income assessment.
27. There is no requirement for a student to apply separately for the PTADG. Provided they have indicated on the main application form that they have a spouse/ dependent

adult, there is no requirement for them to make any separate request to receive this grant.

28. Partners and other adult dependants of new and continuing students who are applying for any grants for dependants submit details of **gross taxable income** from all sources for the prior financial year. For child dependants the **net income** from the prior financial year will be used. Estimates of net income (as per Regulation 35(7) of the Education (Student Support) (Wales) Regulations 2015) of partners and dependants for the current academic year will no longer be used for the targeted support income assessment. The 'prior financial year' is the financial year immediately before the financial year that ended before the start of the academic year. For example, for AY 2015/16, the current financial year begins in April 2015. The previous financial year began in April 2014, and the prior financial year began in April 2013.
29. For part-time students all partner income, and income of other adult dependants and child dependants that is declared must be supported by physical evidence of that income.
30. Note that part-time course grant and fee grant (the latter is available where the course started before September 2014) are income assessed using the previous financial year income of the student and their partner, so the income used in the assessment of part-time dependants' grants is not aligned with the income assessment of part-time course and fee grant.
31. To ensure that students are not disadvantaged where there has been a significant drop in income from the prior financial year, where income in the current financial year (i.e. the financial year which begins immediately before the start of the current academic year) has fallen by **15%** or more as compared to the prior financial year, students will be able to request a current year income assessment.

#### **Student's partner is an eligible student or holds a statutory award (regulation 100(1)(c))**

32. An eligible student may not claim PTADG in respect of the student's partner, or for another adult dependant, if that partner or adult dependant is also a full-time eligible student or holds a statutory award. An eligible student who cannot apply for the PTADG in respect of his or her partner because the partner is also an eligible student or holds a statutory award can still apply for the PTADG in respect of an adult dependant instead.

Where an amount of PTADG is being calculated in respect of an adult dependant it is to be reduced by one half if the eligible student's partner is also an eligible student or holds a statutory award, and account is taken of the partner's dependants in calculating the amount of support for which that partner qualifies or the payment to which that partner is entitled to under his or her statutory award.

#### **Dependant ordinarily resident outside the United Kingdom**

33. Where a student maintains a dependant who is ordinarily resident outside the United Kingdom, SFW has discretion to determine the basic amount of PTADG payable, if any, to a maximum of £2,732 (regulation 96(3)(b)).

#### **Part-time Childcare Grant**

34. The Part-time Childcare Grant (PTCCG) broadly mirrors the childcare element of Working Tax Credit (WTC) administered by HM Revenue & Customs. The PTCCG is available to students with dependent children (subject to income assessment) who

incur "prescribed childcare charges". Prescribed childcare charges means childcare charges of a description prescribed for the purposes of section 12 of the Tax Credits Act 2002. In other words a charge incurred is a prescribed childcare charge if it is one that potentially attracts the childcare element of Working Tax Credit (WTC).

35. The childcare element of WTC is payable in respect of registered or approved childcare. The types of childcare that can potentially attract the childcare element of WTC, and therefore also potentially attract the PTCCG, are set out at paragraphs 42-49.
36. The PTCCG also broadly mirrors the childcare element of WTC in circumstances where the registered or approved childcare provider is a relative of the child or the childcare is considered to be compulsory education (see paragraphs 42 - 49).
37. Students who are potentially eligible for the PTCCG are:
  - lone parents;
  - student couples with children; and
  - student parents with partners, including partners with income. (Entitlement is subject to the level income and the amount of childcare costs).
38. The PTCCG is available in respect of an academic year in which the student incurs prescribed childcare charges for:
  - a dependent child who is under the age of 15 immediately before the beginning of the academic year, including a dependent child who is born after the start of the academic year; or
  - a dependent child who has special educational needs within the meaning of section 312 of the Education Act 1996 and is under the age of 17 immediately before the beginning of the academic year, including a dependent child who is born after the start of the academic year.
39. A child with special educational needs within the meaning of the Education Act 1996 is a child who has a learning difficulty which calls for special educational provision to be made for them. A learning difficulty is defined in the Act as a significantly greater difficulty in learning than the majority of children of their age or a disability that prevents or hinders a child from making use of educational facilities of a kind generally provided for children of their age in schools within the area.
40. The definition of 'dependant' given at paragraph 19 also applies to the PTCCG).
41. The PTCCG is not counted as income by Job Centre Plus or local authority Housing Benefit sections, when assessing a student's entitlement to income related benefits.

#### **Qualifying childcare in Wales**

42. A Welsh domiciled student who incurs charges for the following types of childcare in Wales is potentially eligible for the PTCCG.
  - Care provided by Registered childcare including childminders, nurseries, playgroups, children's centres and holiday play schemes for children aged under eight. Only childcare for children under eight has to be registered, but children aged eight and over who are in childcare that is also for children under eight years are also eligible for the grant because they are attending registered childcare childminders. Nurseries and play schemes registered by the National Assembly for Wales through the Care and Social Services Inspectorate for Wales (CSSIW). A registration number will be supplied and the carer is required to display their registration certificate on the premises.

- Out-of-school hours clubs provided by a school on school premises or by a local authority. Some schools provide day care for very young children and for children outside normal school hours. PTCCG may be paid for this type of childcare as long as the school is registered as a day care provider by CSSIW.
- Childcare provided in the child's own home by a domiciliary care worker or nurse from an agency registered by CSSIW.
- Care provided by an approved foster carer (the care must be for a child who is not being fostered by the foster carer).
- The PTCCG may also be available for a nanny or child carer registered under the Childcare Approval Scheme Wales providing care in the student's home or other domestic premises.

### Qualifying childcare in England

43. A Welsh domiciled student who incurs charges for the following types of Ofsted Registered childcare in England is potentially eligible for the PTCCG.
44. From September 2008, childcare providers who care for children aged under eight in England are no longer registered under the Children Act 1989, but are instead registered under the Childcare Act 2006. Ofsted operates two registers; the Early Years Register (EYR), which is compulsory for most childcare providers who care for children up to the end of the foundation stage (31<sup>st</sup> August after the child's fifth birthday) and the General Childcare Register (GCR), which is compulsory for most childcare providers who care for children from the end of the foundation stage to seven.
45. Childcare providers who care for children aged eight and over, or who provide activity based care, or care in the child's own home for children of any age, **are not required to be registered by Ofsted**. However since April 2007 they have been able to apply to be registered on the voluntary part of General Childcare Register. Childcare offered by a provider on the voluntary part of the General Childcare Register counts as qualifying childcare for the purposes of the Childcare Grant.
46. Registered childcare providers can include registered child-minders, nurseries, play groups, children's centres, holiday play schemes, sports, arts or language clubs and nannies. Registration requires providers to demonstrate that the premises, people and provision are all suitable for the delivery of childcare. All childcare providers registered by Ofsted have a registration number and are required to display their registration certificate on the premises.

### Additional qualifying childcare in England

47. A Welsh domiciled student who incurs charges for the following types of childcare in England which are currently eligible for Working Tax Credit (WTC) purposes or Child care Element of Universal Credit (UC) will also potentially be eligible for the PTCCG:
  - Childcare that takes place on school premises or on other premises that may be inspected as part of an inspection of a school by Ofsted, or by the equivalent inspection body appointed by the Secretary of State to inspect certain independent schools:
    - Childcare provided for children aged under **five** must be on the Ofsted Early Years Register.

- Childcare provided for children aged five or over must be out of school hours.
- If the child's school uses an external childcare provider, they must be on the Ofsted register appropriate to the child's age.
- Childcare provided in the child's own home by a domiciliary care worker or nurse from an agency "registered" with the Care Quality Commission (under the Domiciliary Care Agencies Regulations 2002).
- Care provided by an approved foster carer (the care must be for a child who is not being fostered by the foster carer) who is also registered with Ofsted either on the EYR or the GCR. (please note 'an approved foster carer' under the Fostering Services Regulations does not replace the requirement for foster cares who look after children, who are not their foster children, to register with Ofsted as a childcare provider on either the EYR or the GCR. This is in line with the tax credits legislation which provides support for childcare costs only in circumstances where the foster carer is registered with Ofsted.

#### **Qualifying childcare in Scotland**

48. A Welsh domiciled student who incurs charges for the following type of childcare in Scotland which is currently eligible for WTC /UC purposes, will also potentially be eligible for the PTCCG.
- Care provided by childminders, nurseries and play schemes registered by the Scottish Commission for the Regulation of Care.
  - Out-of-school hours clubs 'registered' by the Scottish Commission for the Regulation of Care.
  - Care provided by an approved foster carer or a kinship carer, but the childcare must be for a child who is not being fostered by the foster carer. The foster carer must be registered with the Scottish Commission for the Regulation of Care as a child-minder or a daycare provider.
  - Childcare provided in the child's own home by (or introduced through) childcare agencies, including sitter services and nanny agencies registered by the Scottish Commission for the Regulation of Care.

#### **Qualifying childcare in Northern Ireland**

49. A Welsh-domiciled student who incurs charges for the following type of childcare in Northern Ireland which is currently eligible for WTC /UC purposes, will also potentially be eligible for the PTCCG.
- Care provided by childminders, nurseries and play schemes registered by a Health and Social Services Trust.
  - Out-of-school hours clubs provided by a school on the school premises or by an Education and Library Board or 'registered' by the Health and Social Services Trust.
  - Care provided by an approved foster carer - but the care must be for a child who is not being fostered by the foster carer. The foster carer must be registered with the Health and Social Services Trust if the child is under the age of 12, or approved under the Approval of Home Child Care Providers (Northern Ireland) Scheme, if the care is in the child's home and the child is under the age of 16.

- Childcare provided in the child's own home by a child carer approved under the Approval of Home Child Care Providers (Northern Ireland) 2006 Scheme.

### **Qualifying childcare outside the United Kingdom**

50. Students attending an overseas institution as part of their course will not generally be eligible for a PTCCG to cover childcare costs incurred abroad. The only qualifying overseas childcare providers are those approved under the Ministry of Defence accreditation scheme, which is currently eligible for WTC / UC purposes. The scheme approves providers who care for the children of personnel based overseas.

### **Where the childcare provider becomes registered or approved**

51. Some students may use a childcare provider who is not registered or approved but becomes registered or approved then at some stage during the academic year. In such instances, the PTCCG may only be paid from the point at which the provider's application for registration has been successful and their registration or approval confirmed.

### **Where the registered or approved childcare provider is the student's partner or a relative of the child**

52. Childcare charges in respect of which an eligible student may qualify for the PTCCG will not include:
- charges incurred in respect of childcare provided by a relative of the child wholly or mainly in the child's home even if the relative is registered or approved;
  - charges incurred in respect of childcare provided by a relative of the child approved under the Childcare Approval Scheme Wales, CSSIW (or Childcare Approval Scheme in England or the Approval of Home Child Care Providers Scheme in Northern Ireland) wholly or mainly in the relative's home where the care is usually provided solely or mainly in respect of one or more children to whom the provider is a parent or relative;
  - charges paid by the student to their partner in respect of childcare for the student's child or a child of the student's partner even if the partner is registered or approved.
53. A relative of the child means a parent, grandparent, aunt, uncle, brother or sister whether by blood, half-blood, marriage or affinity. Affinity means a person with a strong relationship to the child, for example someone in a parental position regarding their partner's children and includes step parents.
54. This broadly reflects the childcare element of WTC / UC, in that a person who is the parent or relative of a child, or who has parental responsibility for a child, is not generally acting as a child minder when looking after that child. The PTCCG is not intended to pay for care that any parent or relative of a child might be expected to provide.

### **Compulsory education charges**

55. Childcare charges in respect of which an eligible student may qualify for the PTCCG will not include charges that are considered to be compulsory education charges. The PTCCG is not intended to pay for costs related to compulsory education (school fees, for example) which again reflects the WTC / UC position.

### Audit of Childcare Grant applications

56. There is presently no facility on the single system for SFW to identify a selection of PTCCG applications for audit. SFW should consider a sample check of applications, using a manual list of applicants, to confirm that the childcare provider is registered or approved. It would be advisable to conduct such checks after the grant has been paid to avoid delaying any payment of PTCCG. However, if there are doubts or concerns about a provider, it is recommended that such checks are carried out prior to payment. The number of applications selected for audit will depend on the number of applications received, but a sample check of 10-15% of applications would be appropriate. The checks should involve confirming that the provider is registered or approved, the student's child is being cared for by that provider, the amount of care provided and the cost of the care. The process should also include checking that childcare has been provided for the whole period for which the student has received a PTCCG and that the student has not received a PTCCG for a period when they have not paid for childcare or for a period covered by a free early learning place (refer to the form 'Application for help with childcare costs'). The Welsh Government expects SFW to pursue any application upon which there is a doubt about its veracity.
57. In carrying out the sample check, SFW will wish to confirm with the relevant body that the childcare provider detailed on the forms 'Application for childcare costs' and 'Confirmation of childcare payments' is registered or approved. Ofsted took over the registration of new providers and the regulation of existing providers from 1 September 2001. In carrying out their sample checks, SFW should contact their local Children's Information Services (CIS) in the first instance to check the registration status of a childcare provider. Ofsted supply CIS with updated information on childcare providers on a daily basis. This will enable CIS to maintain an up-to-date list of registered childcare providers and their registration status, i.e. whether their registration status is current, cancelled or suspended. In Wales the regulation of Childcare Services is the responsibility of Care and Social Services Inspectorate Wales (CSSIW).
58. When information is not easily forthcoming from CIS, or where there is concern or doubt about a provider's registration that the CIS cannot answer, SFW could contact the relevant Ofsted regional centre by calling the national help line on 0300 123 1231. The call will be automatically diverted to the closest regional centre.

### Amounts of Part-time Childcare Grant

59. The amount of PTCCG payable is based on the actual childcare costs. The PTCCG pays 85% of the actual cost of registered or approved childcare on a pro-rated basis in accordance with intensity of part-time study (regulation 103). The maximum amounts of PTCCG payable are as follows.
- For one dependent child, 85% of the actual cost of registered or approved childcare, paying up to a maximum grant of **£161.50** per week (i.e. a maximum of 85% of £190 actual childcare costs) pro-rated based upon intensity of study. The maximum annual PTCCG for a student with one dependent child using childcare for the whole year is £8,398 (subject to pro rata calculations undertaken in regulation 103).
  - For two or more dependent children, 85% of the actual cost of registered or approved childcare, paying up to a maximum grant of **£274.55** per week (i.e. a maximum of 85% of £323 actual childcare costs) pro-rated based upon intensity of study. The maximum annual PTCCG for a student with two or more dependent children using childcare for the whole year is £14,276.60 (subject to pro rata calculations undertaken in regulation 103).
60. The PTCCG pays 85% of actual childcare costs, but the amount of weekly PTCCG paid should not exceed £161.50 per week for one child or £274.55 per week for two or more children.

61. From AY 2014/15, where a childcare provider has **not** been identified, the amount of childcare grant payable will be based on 85% of actual childcare costs, subject to a maximum grant of £115 per week (regulation 97 (7)). This lower rate payment will be made until details of the childcare provider have been submitted but subject to a maximum of one academic quarter (usually a term). Once a childcare provider has been identified, the Childcare Grant entitlement should be reassessed using the appropriate maximum amount for one or more children.

**These amounts are subject to a pro rata calculation undertaken at regulation 103. See also paragraph 90 for the part-time dependants' grant assessment.**

Number of children in <b>prescribed</b> childcare	Total weekly cost of childcare	Total amount of PTCCG per week
Student A – 1 child	£90	£76.50 (85% of actual childcare costs)  Pro-rated under regulation 103 in accordance with intensity of study level – student receives:  Intensity of study 50-59% £38.25 Intensity of study 60-74% £45.90 Intensity of study 75% or more £57.38
Student B – 1 child	£200	£161.50 (as the PTCCG pays 85% of actual costs of up to £190 per week) Pro-rated under regulation 103 in accordance with intensity of study level – student receives:  Intensity of study 50-59% £80.75 Intensity of study 60-74% £96.90 Intensity of study 75% or more £121.13  Where the student does not name a childcare provider, the first term payment of PTCCG is capped at the following amount:  Intensity of study 50-59% £57.50 Intensity of study 60-74% £69 Intensity of study 75% or more £86.25
Student C – 2 children	£220	£187.00 (85% of actual childcare costs)  Pro-rated under regulation 103 in accordance with intensity of study level – student receives:  Intensity of study 50-59% £93.50 Intensity of study 60-74% £112.20 Intensity of study 75% or more £140.25  Where the student does not name a childcare provider, the first term payment of PTCCG is capped at the

Number of children in <b>prescribed</b> childcare	Total weekly cost of childcare	Total amount of PTCCG per week
		following amount:  Intensity of study 50-59% £57.50 Intensity of study 60-74% £69 Intensity of study 75% or more £86.25

### Maximum PTCCG in the first and final week of the academic year

62. The system calculates childcare costs on a weekly basis. A week begins on a Monday and ends on a Sunday. This reflects the requirements of regulation 97(6). The Regulations provide for a maximum grant of £161.50, £274.55, or £115 where the details of a childcare provider have not been submitted, to be paid for each week (subject to pro rata calculations undertaken in regulation 103) i.e. Monday to Sunday. The final period of the academic year 2015/16 for which the PTCCG may be paid is a full week (ending on Sunday 28 August 2016), so the maximum PTCCG will be paid for the week ending 28 August 2016.
63. Where the final week of an academic year is less than seven days (i.e. where it ends on a day which is not a Sunday) the system will pro-rata the appropriate maximum weekly PTCCG payable for this week only. This is done so that the maximum PTCCG is not applied to days which fall outside the academic year. There is no requirement to pro rata the maximum PTCCG payable in other weeks of the academic year even if a student uses childcare for part of a week (subject to pro rata calculations undertaken in regulation 103).

### PTCCG and retainer fees paid to childcare providers

64. Some childcare providers request a retainer fee to be paid by the student to retain a childcare place for the following term or academic year, even if the student is not using childcare for the period. As a retainer fee is part of childcare costs, the PTCCG may be used to pay for retainer fees charged by childcare providers. Childcare providers usually include the cost of meals they provide in their overall childcare cost. If a childcare provider makes a separate charge for the meals they provide during the periods of childcare, these may be paid as part of the PTCCG.

### Assessing PTCCG where the student's partner is an eligible student

65. The amount of PTCCG is reduced by one half if the eligible student's partner is an eligible part-time student (qualifies for support for a designated course) or holds a statutory award (see definition of statutory award) and account has been taken of the partner's dependants when calculating the partner's support or statutory award (regulation 99(9)).

**SFW should where appropriate use their discretion in awarding PTCCG to ensure that households with two eligible students are not disadvantaged e.g.**

- **Where a household contains eligible full and part-time students it would usually be more beneficial for the full-time student to claim PTCCG solely.**
- **In addition, in a household which contains eligible students of varying intensity levels it would usually be more beneficial for the student with the higher intensity of study level to claim PTCCG solely.**

### Periods covered by the PTCCG

66. The grant for childcare costs can be paid from the first day of the academic year, provided that the student, whether a first year student or a continuing student, incurs childcare costs for the period from the beginning of the academic year. An illustrative example of the payments of the PTCCG over the academic year is shown in the following table. In this example the first day of term is taken to be 1 October and assumes the student pays for childcare every week during the academic year.

1 September 2015 – 5 July 2016	6 July 2016 – 30 August 2016 (long vacation)
85% of childcare costs for 44 weeks	85% of childcare costs for 8 weeks

67. The example above is based on a student claiming PTCCG for the long vacation and whose academic year begins on 1 September 2015. The PTCCG payments start on 1 September even though the first day of term one is 1 October 2015. The PTCCG in respect of the months of July and August 2016 is paid in advance with the third instalment of support. The grant for childcare costs incurred in September 2016 is paid in arrears with the first instalment of support in the following academic year.

### PTCCG for final year students

68. The PTCCG is not payable to final year students for the period between the end of the course and the end of the academic year in which the course ends (regulation 97(5)). An illustrative example of the PTCCG payments to final year students over the academic year is shown in the table below. In this example the first day of term is taken to be 1 October 2015 and the final term of the course ends on 5 July 2016. The illustration assumes the student pays for childcare each week in the period given.

<b>1 September 2015 – 5 July 2016</b>
85% of weekly childcare costs for each week childcare is used

### Students who have a partner with income

69. Some students with a partner in receipt of income may still receive a PTCCG but this depends upon the number of dependent children, the cost of the childcare, and the number of weeks that the childcare is used, as well as the level of the income of the partner (if treated as a dependant under regulation 96(2)(a)).

### PTCCG, early years education and free childcare

70. Students cannot receive Part-time Childcare Grant for any childcare that is provided free of charge and should only include in their applications, childcare for which they have to pay a childcare provider.
71. Additionally, all three and four year olds are entitled to 15 hours a week of free nursery education for 38 weeks of the year, from 1 September, 1 January or 1 April following their 3<sup>rd</sup> birthday until they reach compulsory school age (the beginning of the school term following their 5<sup>th</sup> birthday. From September 2013, some 2-year-olds are eligible for 570 hours per year of funded early education.
72. Local Authorities will provide funding to the early learning providers to enable them to make free places available to eligible children. Therefore, our advice is that the higher education PTCCG cannot be paid for a period covered by a free early learning place. The Code of Practice on the provision of free nursery education places for three and four year olds makes clear that early learning place providers should not charge parents up front for an early learning place to be refunded at a later date.

73. However, providers can charge for services provided outside of the free entitlement – this is a private matter between parents and providers. These services usually take place before and/or after the early learning place and is sometimes referred to as wrap around or out of school care. The PTCCG may be paid to cover the cost of childcare charged to the student as long as the provider is registered or approved. Students should only include in their applications childcare for which they have to pay a childcare provider. If they include a free early learning place in their application, providers will be unable to confirm that the student has made payments.

**PTCCG, Child Tax Credit and the Childcare Element of Working Tax Credit / Universal Credit**

74. Child Tax Credit (CTC) is administered by Her Majesty's Revenue & Customs (HMRC) and provides income-related support for families with children. If a student receives CTC, this does not affect their entitlement to the PTCCG.
75. Working Tax Credit (WTC) / Universal Credit (UC) tops up the earnings of low paid working people whether or not they have children, and is made up of several elements, for example a disability element, a childcare element (i.e. the childcare element of WTC / UC) etc. A student cannot receive Childcare Grant at the same time as receiving the childcare element of WTC / UC. (Other elements of WTC / UC do not preclude a student from claiming Childcare Grant.)
76. Students who satisfy the entitlement rules for the childcare element of the WTC / UC can choose either to claim the childcare element of WTC / UC or the Childcare Grant. Regulation 97(3) provides that an eligible student shall not be eligible for a Childcare Grant if the eligible student or their partner has elected to receive the childcare element of the WTC / UC.
77. If a student indicates that they or their spouse/ partner are in receipt of an award from WTC / UC and applies for PTCCG, SFW may use their powers under Schedule 3 to request evidence to confirm that the eligible student's or their partner's WTC / UC award does not include the childcare element of WTC / UC. This should involve requesting that the eligible student produces a WTC / UC award notification that should indicate if the student or their partner is in receipt of the WTC / UC childcare element. If the student or partner is not in receipt of the childcare element of WTC / UC there will be no mention of it in the WTC / UC award notice. This information should also help SFW determine the start/termination dates for PTCCG payments.
78. It is possible that a student or their partner's circumstances may change resulting in a request to receive the PTCCG instead of the WTC / UC childcare element, or vice versa. There is no statutory bar within the Student Support Regulations or the Tax Credit Act preventing a student from changing the source of their childcare support. If they are receiving the WTC / UC childcare element and they wish to change over to the PTCCG they should notify the Tax Credit Office / DWP and give the date when they want the WTC / UC childcare element to cease. This should be the day before the PTCCG comes into payment. Parents will be issued with a new awards notice which can be used as evidence that the WTC / UC award no longer includes the childcare element.
79. SFW are asked to accept a declaration from the student confirming that the student or their spouse/partner is no longer in receipt of childcare support through WTC / UC in order to prevent unnecessary delays in payment of the PTCCG. This declaration must be subsequently confirmed. Students may be assessed for a PTCCG from the first day after their last payment of the childcare element of WTC / UC.
80. For more information on tax credits:
- visit <http://www.hmrc.gov.uk/individuals/tmatax-credits.shtml>;

- call the Tax Credits Helpline (telephone 0345 300 3900); or
- call the nearest HMRC Enquiry Centre (listed under 'HM Revenue & Customs' in the telephone directory).

### **Part-time Parents' Learning Allowance**

81. A Part-time Parents' Learning Allowance (PTPLA) of up to **£1,557**, subject to income assessment and the pro-rated calculation under regulation 103, is available to students with one or more dependent children regardless of the age of the children. It can be paid whether or not student parents use registered or approved childcare.
82. The PTPLA is intended to cover some of the additional costs incurred by students with dependent children, such as higher travel costs, and books and equipment needed for the course. PTPLA is not treated as income when students are assessed for income-related benefits, including Housing Benefit / the housing element of Universal Credit.
83. Where a student starts a course before 1 September 2014, the student should indicate on the main application that they have dependent children; there is no requirement for them to make any separate request to receive this grant. Where a student starts a course on or after 1 September 2014, a separate dependants' grants application form will be provided.
84. Subject to an assessment of income, the PTPLA will be paid to:
  - a) Part-time students with dependent children who are assessed to receive at least £1 of PTCCG and/or £1 of PTADG. Such students are entitled to receive the full amount of PLA (**£1,557**) pro-rated in accordance with regulation 103.
  - b) Part-time students with dependent children who are eligible in principle for the PTADG and/or the PTCCG but are not entitled to receive any payments of those grants because the income of their dependants is sufficiently high to offset them. After applying the dependants' net income against the PTADG and the PTCCG, any remaining income is set against the PTPLA on a £ for £ basis;
  - c) Part-time students with dependent children who have no adult dependants and are not eligible for the PTCCG because they are not using registered or approved childcare. Dependants' net income is set against the PTPLA on a £ for £ basis.
85. If the aggregate amount of PTPLA determined is between £1 and £49 then the student will be entitled to a minimum amount of PTPLA payable of £50 (regulation 99(10)).
86. Where the eligible student has a partner who is also an eligible student and a dependent child who is wholly or mainly financially dependent on him and his partner together, the student and the partner may each receive the amount of PTPLA due after the application of the dependants' grant income assessment. The PTPLA entitlement should not be divided between the eligible students.

### **The part-time dependants' grant income assessment**

#### **Assessment of dependants' income**

87. Income information provided by the student is used by the SLC to determine the amount of PTCCG, PTADG and PTPLA due.
88. To determine a student's eligibility for part-time dependants' grants it is necessary to calculate the dependants' income. The income of partners and adult dependants that is used in the dependants' grants income assessment is the gross taxable income from all sources for the prior financial year (regulation 99), minus certain allowable disregards. For child dependants the net income in the prior financial year is used.

Estimates of net income in the current academic year are no longer used in the dependants' grant income assessment. (However, they are still used where adult or child dependency is being established.)

89. To ensure that students are not disadvantaged where income has fallen since the prior financial year, partners and/or dependants whose income in the current financial year (i.e. the financial year which begins immediately before the start of the current academic year) has fallen by **15%** or more will be able to request that dependants' grants are assessed on an estimate of income for the current financial year instead.
90. Where the student receives maintenance payments under an agreement that expressly or implicitly requires that these payments are to be applied for the benefit of the student's child, this income should be treated as the child's income and taken into account in the dependants' grant income assessment. This might include maintenance payments received by the student under a court order, through the CSA or by way of a voluntary agreement.

#### **Treatment of financial obligations incurred before the start of the course (Regulation 100(8))**

91. Regulation 100(8) allows recurrent payments made by the student or the student's partner in respect of obligations incurred by the student before the start of the course to be deducted from the partner's net income where such obligations were reasonably incurred. SFW have agreed to the following obligations:
  - Mortgage Payments
  - Mortgage Protection
  - Maintenance Payments
  - Rent
  - Council Tax
  - Life Insurance
  - Home Insurance
  - Home Improvement Loans
  - Endowments
92. However, SFW has the discretion to decide which types of recurrent payment to deduct, and this list is not binding but intended purely as a guideline as to what might be regarded as permissible items. If SFW considers that a lesser obligation could reasonably have been incurred in the circumstances, a correspondingly lesser sum may be disregarded. Where a partner is making payments in respect of an obligation for which payments are shared by the partner and the student, the full obligation (i.e. the amount being incurred by the student and the amount being incurred by the partner) should be taken into account.

#### **Applying the dependants' income**

93. The dependants' aggregated net income for the academic year less one of the following applicable thresholds (regulation 99(2)):
  - **£1,159** for a student with no dependent children;
  - **£3,473** for a couple with one child;
  - **£4,632** for a couple with two or more children;
  - **£4,632** for a lone parent with one child;
  - **£5,797** for a lone parent with two or more children;

reduces the student's entitlement to dependants' grants where applicable £ for £ in the following order (regulation 99(1)):

1. Adult Dependants' Grant;
  2. Childcare Grant; and
  3. Parents' Learning Allowance.
94. The dependants' aggregated income less the applicable threshold is first applied to the PTADG (if applicable). Any remaining income is then applied to the PTCCG (if applicable) and any remaining income is then applied to the PTPLA (if applicable). If the income (less the relevant threshold applied) exceeds or equals the aggregate of the basic amounts of the grants for dependants, the amount payable for grants for dependants is nil (regulation 99(7)).

#### Calculation of Part-time Dependants' Grant

95. **The total amount of dependants' grants payable under regulation 99 is subject to the main income assessment at regulation 102 and pro-rated based upon intensity of study at regulation 103 and must be calculated as follows.**

#### Regulation 99 - Initial calculations.

#### Regulation 102 – Application of contribution (calculated under schedule 6)

#### Regulation 103 – Final calculation

**N.B.** Failure to apply these calculations in the correct order will result in an incorrect student assessment.

#### Example 1

Student A has a spouse/civil partner with income (after deductions and/or obligations) of £3,070 and two children under 15 with net income of £1,125 each. The childcare costs are £150 per week for the whole of the academic year.

**Step 1:** Establish dependants' income.

Dependants	Income
Spouse/Civil Partner	£3,070
Child 1	£1,125
Child 2	£1,125
<b>A. Total dependants' income</b>	<b>£5,320</b>

**Step 2:** Choose the threshold which applies to the student's circumstances (regulation 99(2)).

Student's circumstances	Applicable threshold
<b>B. 2 parents and 2 children</b>	<b>£4,632</b>

**Step 3:** Calculate the dependants' residual income

<b>A. Total dependants' income</b>	£5,320
<b>B. Applicable threshold</b>	<b>£4,632</b>
<b>Dependants' residual income (A - B)</b>	<b>£688</b>

**Step 4:** Add together all the dependants' grants the student may be eligible to receive.

Grant	Amount
PTADG	<b>£2,732</b>

PTCCG (85% of actual costs - 52 x £127.50)	£6,630
PTPLA	<b>£1,557</b>
<b>Total</b>	<b>£10,919</b>

**Step 5:** Calculate the amounts of dependants' grants to be paid

<b>A.</b> Total dependants' grants	<b>£10,919</b>
<b>B.</b> Dependants' residual income	<b>£688</b>
<b>Amount of dependants' grant to be paid (A – B)</b>	<b>£10,231</b>

**Step 6:** Breakdown of individual dependants' grants to be paid.

<b>Grant</b>	<b>Amount</b>
PTADG (full grant reduced by contribution of £688)	<b>£2,044</b>
PTCCG (85% of actual costs - 52 x £127.50)	£6,630
PTPLA	<b>£1,557</b>
<b>Total part-time dependants' grant paid</b>	<b>£10,231</b>

### **Step 7 (regulation 102)**

Determine the contribution payable under **Schedule 6 Financial Assessment – Part-Time Grants for Dependants**

Assessments will be calculated as follows:

Household income **£39,778 or less**: no contribution

Household income of **more than £39,778**:  
contribution of £1 for each additional £8.97 of household income

The maximum contribution is £6,208. In calculating the household income.

**See table Annex 3**

**Any assessed contribution will be applied in order to**

**PTADG  
PTCCG  
PTPLA**

With total household income assessed at £5,320, student A has no contribution to be applied.

### **Step 8 (regulation 103)**

**Payment of the part-time dependants' grants will be made based upon intensity of study as follows.**

Part-time students studying at an intensity level of 50-59% will receive 50% of the calculated part-time grants for dependants.

Part-time students studying at an intensity level of 60-74% will receive 60% of the calculated part-time grants for dependants.

Part-time students studying at an intensity level of 75% or more will receive 75% of the calculated part-time grants for dependants.

Student A is studying at an intensity of 50%, therefore the amounts payable for part-time dependants' grants will be:

<b>PTADG</b>	<b>£1,022.00</b>
<b>PTCCG</b>	<b>£3,315</b>
<b>PTPLA</b>	<b>£778.50</b>
<b>Total Grant</b>	<b>£5,115.50</b>

### **Example 2**

Student has a spouse/civil partner with income (after deductions and/or obligations) of £10,850 and one child under 15 with no income. The childcare costs are £115 per week for the whole of the academic year.

**Step 1:** Establish dependants' income.

<b>Dependants</b>	<b>Income</b>
Spouse/Civil Partner	£10,850
Child 1	£0
<b>A. Total dependants' income</b>	<b>£10,850</b>

**Step 2:** Choose the threshold which applies to the student's circumstances (regulation 99(2)).

<b>Student's circumstances</b>	<b>Applicable threshold</b>
<b>B. 2 parents and 1 child</b>	<b>£3,473</b>

**Step 3:** Calculate the dependants' residual income

<b>A. Total dependants' income</b>	£10,850
<b>B. Applicable threshold</b>	<b>£3,473</b>
<b>Dependants' residual income (A - B)</b>	<b>£7,377</b>

**Step 4:** Add together all the dependants' grants the student may be eligible to receive.

<b>Grant</b>	<b>Amount</b>
PTADG	<b>£2,732</b>
PTCCG (85% of actual costs - 52 x £97.75)	£5,083
PTPLA	<b>£1,557</b>
<b>Total</b>	<b>£9,372</b>

**Step 5:** Calculate the amounts of dependants' grants to be paid

<b>A. Total dependants' grants</b>	<b>£9,372</b>
<b>B. Dependants' residual income</b>	<b>£7,377</b>
<b>Amount of dependants' grant to be paid (A - B)</b>	<b>£1,995</b>

**Step 6:** Breakdown of individual dependants' grants to be paid.

Grant	Amount
PTADG (full grant reduced by contribution of £2,732)	£0
PTCCG (85% of actual costs - 52 x £127.50), reduced by contribution of £4,730	£438
PTPLA	£1,557
<b>Total part-time dependants' grant paid</b>	<b>£1,995</b>

**Step 7 (regulation 102)**

Determine the contribution payable under **Schedule 6 Financial Assessment – Part-Time Grants for Dependants**

Assessments will be calculated as follows:

Household income **£39,778 or less:** no contribution

Household income of **more than £39,778:**  
contribution of £1 for each additional £8.97 of household income

The maximum contribution is £6,208.

**Any assessed contribution will be applied in order to**

**PTADG  
PTCCG  
PTPLA**

With total household income assessed at £10,850 student A has no contribution to be applied.

**Step 8 (regulation 103)**

**Payment of the part-time dependants' grants will be made based upon intensity of study as follows.**

Part-time students studying at an intensity level of 50-59% will receive 50% of the calculated part-time grants for dependants.  
Part-time students studying at an intensity level of 60-74% will receive 60% of the calculated part-time grants for dependants.  
Part-time students studying at an intensity level of 75% or more will receive 75% of the calculated part-time grants for dependants.

Student A is studying at an intensity of 75%, therefore the amounts payable for part-time dependants' grants will be:

<b>PTADG</b>	<b>£0</b>
<b>PTCCG</b>	<b>£328.50</b>
<b>PTPLA</b>	<b>£1167.75</b>
<b>Total Grant</b>	<b>£1496.25</b>

**N.B. Calculations under schedule 6 will include any student income earned during the academic year – this does not follow the calculation for full-time students.**

### **Payment of part-time grants for dependants**

96. Dependants' grants are paid in three instalments, each instalment being paid in the three quarters of the academic year that do not include the longest vacation. Where the first instalment of grant is paid in the first quarter of an academic year, the grant is payable in three instalments of 33% for the first quarter, 33% for the second quarter and 34% for the third quarter. Where the first instalment of grant is paid in the second quarter, it is paid in two instalments of 66% and 34% and where the first instalment is paid in the third quarter, the whole amount of grant for the academic year is paid in one instalment.

### **The number of dependants changes in an academic year**

97. The number of a student's dependants may change during an academic year. When this occurs, SFW is responsible for determining who the student's dependants are for each of the three quarters for which the grant is payable (regulation 99(12)). The dependants' grants should be reassessed on a pro rata basis from the date the number of dependants changes.
98. The amount of grant for each quarter so determined is one third of the grant for the academic year, bearing in mind the 33%, 33%, 34% split described above. The amount of dependants' grant for the academic year is the aggregate of the amount of grant calculated for each of the three quarters (regulation 99(13)).

## Annex 1

### TIMETABLE FOR SFW

From July 2015 onwards	SLC to enclose the publications 'Childcare Grant and other support for student parents in higher education 2015/16 and the forms 'Application for help with childcare costs for part-time students' (PTCCG1) and 'Confirmation of childcare payments for part-time students' (PTCCG2) to students who have indicated they will incur childcare costs.
By 16 October 2015	Send a reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments for part-time students' by <b>30 October 2015</b> .
By 6 November 2015	Send a 2nd reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments for part-time students' or they will lose their Childcare Grant.
By 20 November 2015	SFW will need to reassess students as appropriate.
By 15 January 2016	Send a reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments for part-time students' by <b>29 January 2016</b> .
By 12 February 2016	Send a 2nd reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments for part-time students' or they will lose their Childcare Grant.
By 19 February 2016	SFW will need to reassess students as appropriate including childcare costs for the summer vacation.
By 1 July 2016 (or 19 August 2016 if receiving a Childcare Grant in the long vacation)	Send a reminder letter to students. The letter will remind them that they need to return the form 'Confirmation of childcare payments for part-time students' by <b>15 July 2016</b> (or <b>9 September 2016</b> if receiving a Childcare Grant in the long vacation).
By 15 July 2016 / 9 September 2016	Obtain confirmation of childcare costs for term 3 and the summer vacation. Finalise assessments for 2015/16 if a Childcare Grant was received.

## Annex 2

### SFW Sample Letters for Part Time Grants for Dependents

#### **PART-TIME CHILDCARE Application Pack Covering letter ( PTCCGAPP)**

Dear [Student's Name](#)

#### **Childcare Grant Application - Academic Year 2015/16**

We've enclosed an application form so you can tell us what your **estimated** childcare costs will be for this academic year.

#### **What do I need to do?**

Complete the application form and return it as soon as possible to the address provided.

#### **What if I don't have a childcare provider yet?**

You should still complete the form without your childcare provider details, you can tell us these later. Until we receive your childcare provider details the amount of Childcare Grant you can get will be capped. The maximum amount you can receive depends on your course intensity.

## **Covering Letter, Part-time – Confirmation of childcare payment form (PTCCGCOSTS)**

Dear [Student's Name](#)

### **Confirmation of Childcare Costs for Academic Year [2015/16](#)**

You were assessed as being entitled to a Childcare Grant based on an estimate of your childcare costs during the [2015/16](#) academic year.

We now need confirmation of your actual childcare costs for the period just ending so we can work out your entitlement accurately. Please complete the attached 'Confirmation of childcare payments for part-time students [2015/16](#)' (PTCCG2) form and return it to us by the deadline date shown on the form.

#### **Financial re-assessment**

It is possible that your actual costs may vary significantly from your initial estimates and as a result it may be necessary to revise your childcare entitlement. This may result in either an underpayment or an overpayment of grant. Should you have been underpaid then your subsequent Childcare Grant instalments will be increased accordingly with the possibility of you receiving additional termly payments if the original payment has already been made.

If you have been overpaid then this may have a more significant effect. An overpayment of childcare grant can be reclaimed from any subsequent grant entitlement you may have, including any additional dependants' grants such as Parents' Learning Allowance and Adult Dependants' Grant that you may be eligible for.

If you don't return this form you will not get any further Childcare Grant payments and may have to pay back any money that you have already received.

For further information about Childcare Grants please visit our website at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) or alternatively, call the Student Finance Wales Contact Centre on the number provided.

## **No Provider Details for part-time students letter (PTCCGND)**

### **Scenario 1 – Pre period 1**

Dear [Student's Name](#)

#### **Childcare Grant - no childcare provider details given for academic year 2015/16**

As you haven't given us any childcare provider details your Childcare Grant has been capped. The maximum amount you can get depends on your course intensity. The amount of Childcare Grant you can get will be shown on your Notification of Entitlement letter.

#### **What do I need to do?**

You need to complete and return the enclosed form by [\[return date\]](#) to make sure you get everything you're entitled to.

Once you've completed the form return it to the address provided.

#### **What if I don't have a childcare provider yet?**

Once you've got a childcare provider use the enclosed form to tell us their details.

### **Scenario 2 – After period 1 commenced**

Dear [Student's Name](#)

#### **Childcare Grant - no childcare provider details given for academic year 2015/16**

As you haven't given us any childcare provider details your Childcare Grant has been capped. The maximum amount you can get depends on your course intensity. The amount of Childcare Grant you can get will be shown on your Notification of Entitlement letter.

#### **What do I need to do?**

You need to complete and return the enclosed form by [\[returndate\]](#) to make sure you get everything you're entitled to.

Once you've completed the form return it to the address provided.

#### **What if I don't have a childcare provider yet?**

If you can't give us your childcare provider's details before [\[deadline date\]](#) you'll continue to receive the capped rate of Childcare Grant. We'll send you another form (PTCCG2) soon to confirm your **actual** childcare costs and your childcare provider's details. If you're entitled to more Childcare Grant we'll pay this to you as soon as possible, once you've returned the completed PTCCG2 form.

**Grants for Dependents application form for part-time students (PTGFDAPP) cover letter**

Dear [Student's Name](#)

**Grants for Dependants Application form for Academic Year [2015/16](#)**

We've enclosed a Grants for Dependants application form for part-time students (PTGFD) so you can apply for Parents' Learning Allowance, Adult Dependants' Grant and/or Childcare Grant.

**What you need to do**

Complete the form and return it to the above address as soon as possible.

**Grants for Dependants for Part-time Students Missing Information letter  
(PTGFDMISSEV)**

Dear [Student's Name](#)

**Grants for Dependants Evidence Needed for Academic Year 2015/16**

We need more evidence to confirm the information on your application.

**What you need to do**

You need to send us the following document(s):

[FREETEXT]

Make sure you use the document return slip enclosed with this letter to tell us what you're sending.

We can't assess your application for Grants for Dependants until we've got all the evidence we need.

**Next steps**

Once we've received your documents, we'll fully process your application and contact you to tell you how much student finance you're entitled to.

**Document Return Slip**

**Student's name:**

**Customer Reference Number:**

**What you need to do**

Use the box below to tell us what documents you're returning.

If you're a new student, return your evidence and this form to:

**Student Finance Wales  
PO Box 211  
Llandudno Junction  
LL30 9FU**

If you're a returning student, go to [www.studentfinancewales.co.uk/contact](http://www.studentfinancewales.co.uk/contact) to find the correct address to return this form to.

Documents I'm sending: