

## Grants for Dependents and Travel Grants

### Higher Education Student Finance in Wales 2013/14 Academic Year

**TO LOCAL AUTHORITIES**  
**(For the attention of the Student Support Officer)**

**January 2013**

Dear Colleague

#### **2013/14 STUDENT FINANCE: REVISED ‘GRANTS FOR DEPENDANTS AND TRAVEL GRANTS’ (excluding Disabled Students’ Allowances).**

Attached is guidance for key delivery partners in the 2013/14 student finance implementation project: ‘**Grants for Dependents and Travel Grants**’ (excluding Disabled Students’ Allowances).

**References to the Regulations have been updated to refer to The Education (Student Support) (Wales) Regulations 2012, which come into force in January 2013. This guidance document makes note of some changes, which are subject to that legislation. This text is highlighted in green. Please refer to SFWIN 01/2013 for more information.**

If you have any enquiries on this guidance, please contact:

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## Introduction

1. This chapter explains the supplementary Grants for Dependents and Travel Grants available to full time students under part 5 of the Regulations (which covers grant for living and other costs). Unless otherwise stated, the Regulations referred to throughout this chapter are the Education (Student Support) (Wales) Regulations 2012. Local authorities (LAs) should also refer to section 16 of the LA Portal system user guide 'Managing Non-Loan Product Payments'.
2. The grants for living and other costs are:
  - Grants for dependants, consisting of Adult Dependants' Grant (ADG) (regulation 31), Childcare Grant (CCG) (regulation 32) and the Parents' Learning Allowance (PLA) (regulation 33);
  - Travel Grant (regulations 35 - 38);
  - Disabled Students' Allowances (regulation 29) which are covered in the separate 'Disabled Students' Allowances' guidance chapter; and
  - Assembly Learning Grant (regulations 41- 44), Special Support Grant (regulations 45- 48) and Higher Education Grant (regulation 40). Guidance on these grants is contained in the 'Assessing Financial Entitlement' guidance.

## Policy

### General eligibility

3. The general eligibility criteria for full-time student support, including grants for living and other costs, can be found in the 'Assessing Eligibility' 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 grants for living and other costs.
5. The only grants for living and other costs to which previous study rules apply are the Assembly Learning Grant, Special Support Grant and Higher Education Grant (see the 'Assessing Financial Entitlement' guidance chapter).
6. Grants for living and other costs are available to eligible students regardless of age.
7. A student can only receive support for a designated course. Where the eligible course does not appear on the HEI database the LA will not be able to fully process the application. Information on what action should be taken in this situation is covered in the 'General Eligibility and Financial Assessment Administration' guidance chapter.
8. Students are eligible for grants for living and other costs whilst attending an overseas institution as part of their UK course, whether obligatory or optional (but see paragraphs 54 and 88 in respect of the Childcare Grant).
9. For Full time students who are eligible prisoners and commence their course on or after 1 September 2012, support is only available for tuition fees, No

maintenance support (including targeted support) will be available to any prisoner (including an eligible prisoner) who starts a course on or after 1 September 2012.

10. No Disabled Students' Allowances (DSAs) (including DSAs for postgraduate courses) will be available to any prisoner (including an eligible prisoner) who starts a course on or after 1 September 2012. The responsibility to provide support for disabled prisoners will lie with the Prison Service.
11. Full time students who are prisoners and commence the course prior to 1 September 2012 are not generally eligible for grants for living and other costs under part 5 of the regulations except DSAs (regulation 70(7) & (8)).  
Students who have spent part of the academic year in prison are potentially eligible for additional grants for living and other costs calculated on a pro-rata basis. In exceptional circumstances LAs may use their discretion to award, in addition to DSAs, other grants under Part 5 in respect of a period that the student is a prisoner. This might apply where stopping or reducing grants for living and other costs for periods spent in prison would cause the student financial hardship and prevent them from continuing their course. Such instances are however expected to be very few.

#### **Means-tested NHS bursaries**

12. Under regulation 28(3)(a), students are not eligible to apply for grants for living and other costs for any academic year during which they are eligible for NHS means tested 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 (if the latter is granted in respect of a course leading to a qualification in a healthcare profession other than as a medical doctor or a dentist). Students who are eligible for an NHS Bursary should be directed to the NHS Student Bursaries website at [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk) for information about the financial support available through the NHS Bursary Scheme. Or they can phone the NHS Student Bursaries Helpline on 0845 358 6655.

#### **ITT courses**

13. Students who are continuing in 2013/14 on an ITT course which began before 1 September 2010 and which:
  - is at least one academic year in length; and
  - involves periods of full-time attendance (including teaching practice) that are in aggregate six weeks or more in the academic year;

are potentially eligible for grants for living and other costs. However, special rules apply to the Assembly Learning Grant and Special Support Grant (see the 'Assessing Financial Entitlement' guidance chapter).

14. Students who are continuing in 2013/14 on an ITT course which began before 1 September 2010 and which:
  - is least one academic year in length; and
  - involves periods of full-time attendance (including teaching practice) that are in aggregate less than six weeks in the academic year;

are not eligible for grants for living and other costs with the exception of DSAs. There are separate rates of DSAs for such students. Students who do

not qualify for a grant for living and other costs are eligible for a reduced rate maintenance loan which is not subject to income assessment.

15. Where a student is continuing in 2013/14 on an ITT course which begins on or after 1<sup>st</sup> September 2010, the student support package available will depend on whether the course is either full-time or part-time. Designated full-time first degree and postgraduate ITT courses of at least one academic year in length will attract the same support package as full-time non-ITT first degree courses. 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 fee grant, course grant (see the 'Grants for Part-time Students' guidance chapter), targeted support (Adult Dependents' Grant, Childcare Grant and Parents' Learning Allowance) and DSAs as part-time non-ITT first degree courses.

#### **'2010 cohort' students**

16. A '2010 cohort' student is an eligible student who begins their present course on or after 1 September 2010 and before 1 September 2011 other than:
  - o a 2010 gap year student
  - o an eligible student who started the present course on or after 1 September 2010 where that course is an end-on course following on from a course that—
  - o the student started before 1 September 2010; or
  - o the student started before 1 September 2011 and in relation to which the student is a 2010 gap year student; or
  - o an eligible student who started the present course on or after 1 September 2010 having had his or her status as an eligible student transferred to that course as a result of one or more transfers of that status by the Welsh Ministers pursuant to Regulations made under section 22 of the Act from a designated course which he or she began—
  - o before 1 September 2010; or
  - o before 1 September 2011 and in relation to which the student is a 2010 gap year student;

#### **'2011 cohort' students**

17. A '2011 cohort' student is an eligible student who begins their present course on or after 1 September 2011 other than:
  - a 2011 gap year student
  - an eligible student who started the present course on or after 1 September 2011 where that course is an end-on course following on from a course that—
  - the student started before 1 September 2011; or
  - the student started before 1 September 2012 and in relation to which the student is a 2011 gap year student; or
  - an eligible student who started the present course on or after 1 September 2011 having had his or her status as an eligible

student transferred to that course as a result of one or more transfers of that status by the Welsh Ministers pursuant to Regulations made under section 22 of the Act from a designated course which the student began—

- before 1 September 2011; or
- before 1 September 2012 and in relation to which the student is a 2010 gap year student;

#### **'2012 cohort' students**

18. A '2012 cohort' student is a Welsh domiciled student who starts a course on or after 1 September 2012 (regardless of any previous study the student has). The following points should be noted

- New entrants in 2012/13 whose course began in August 2012 are 2011 cohort students.
- There is no gap year protection for students who were offered places at HEIs in AY 2011/12 who deferred entry until 1 September 2012 or later. Those students are classed as '2012 cohort' students.
- Continuing Wales domiciled students, who do not change their mode of study (for example from full-time to part-time) from September 2012, will remain eligible for the package of support available to their original cohort group as defined above.

#### **Sandwich courses and work placements**

19. Students on part-year paid or unpaid placements where the periods of full-time study in the academic year are 10 weeks or more in aggregate are eligible to receive grants for living and other costs, subject to income assessment.

20. Under regulation 28(7) students are not eligible for grants for living costs in any academic year of a sandwich course in which the periods of full-time study are in aggregate less than 10 weeks and where the student is on a paid placement, or an unpaid placement of a type specified in regulation 28(8). Students who do not qualify for grants for living and other costs under regulation 28(7) are eligible for the reduced rate maintenance loan which is not subject to income assessment (regulation 56).

21. Under regulation 28(8) students undertaking the following types of unpaid work experience in the public or voluntary sectors are potentially eligible for grants for living and other costs (even where the periods of full time-study in the academic year are less than 10 weeks in aggregate):

- unpaid service in a hospital or in a public health laboratory in the UK or with a primary care trust 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;
- 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 Health Authority or a Strategic Health Authority, a Health Board or a Special Health Board in Scotland, or a Health and Social Services Board in Northern Ireland.

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

22. Under regulation 28(12) & (13), a student may qualify for grants for living and other costs from, and including, the academic year during which:
  - the student's course becomes designated;
  - the student's, spouse, civil partner or parent is recognised as a refugee or becomes a person with leave to enter or remain;
  - the state of which the student 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's Turkish parent becomes a worker;
  - the student or their relevant family member becomes a person described in paragraph 6 of Schedule 1;
  - the student's parent becomes a Swiss national.
23. In these circumstances the student is eligible for Adult Dependents' Grant and Parents' Learning Allowance only for the quarters after the events in paragraph 22 above occur. For example, the course becomes designated during quarter 1. ADG and PLA 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). The student is also eligible for the other grants for living and other costs, i.e. HE Grant, Maintenance Grant, Special Support Grant, DSAs, Childcare Grant and Travel Grant, for the whole year of the course in which they becomes eligible and subsequent years of the course.
24. However, such a student is not eligible retrospectively. That is, a student is not eligible for grants for living and other costs for academic years of the course falling **before** the academic year in which they become eligible in the circumstances mentioned above. Also refer to the 'Assessing Eligibility' guidance chapter.

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

25. Regulation 70(10), (11) and (13) provides LAs with the discretion to pay grants for living and other costs until the end of the term in which the student has withdrawn from a course. Regulation 70(13) provides LAs with the

discretion to pay grants for living and other costs if a student is absent from their course. Further guidance on exercising this discretion is contained in the 'Change of circumstances' guidance chapter.

26. If a student has withdrawn from their course due to serving a prison sentence, SLC should be advised of the withdrawal assessment to allow for rescheduling of financial support and recovery of any overpayment.

#### Grants for dependents

27. The grants for dependents in 2013/14 under regulations 31-33 are:

- Adult Dependents' Grant;
- Childcare Grant; and
- Parents' Learning Allowance.

#### Definitions for dependents' grants

28. For the purposes of grants for dependents under regulations 31-33, the following definitions apply (regulation 35(1)):

- 'Dependant' means, in relation to an eligible student, the student's partner, 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 the LA 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 the LA 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.

29. A child or adult person can be considered to be 'dependent' on an eligible student if:
  - (a) they are wholly or mainly financially dependent on the eligible student alone; or
  - (b) they are wholly or mainly financially dependent on the eligible student and the student's partner together (i.e. where the child or adult person is equally financially dependent on the eligible student and the student's partner who together are providing all or most of his financial support).
30. The definition of 'dependant' means that an eligible student aged under 25 is not eligible for an Adult Dependents' 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. Full-time students under 25 with a dependent same sex partner will no longer be 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 35(1)(h)(ii)). The definition of 'dependant' also means that an eligible student will no longer be eligible for an Adult Dependents' Grants in respect of a dependent child or an adult dependant who is also an eligible student or who holds a statutory award (regulation 35(1)(c)).
31. 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	
F/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)**

32. The dependants' grant means test must be 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)**

33. Where a student is under 25 and living with a partner, the partner is not a dependant of the student under regulation 35(1)(h)(iii). Therefore the partner's income should not then be used to assess the grants for dependants under regulation 31. 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 for living costs: maintenance loan, Adult Dependents' Grant, Parents' Learning Allowance, the maximum applicable rate of Childcare Grant, 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 the student's partner should be added to the student's estimated income.

#### Adult Dependents' Grant (regulation 31)

34. In 2013/14, the amount of Adult Dependents' Grant (ADG) under regulation 31 is **£2,732** for one only of:
  - an eligible student's partner (as defined in paragraph 28); or
  - an adult dependant of the student whose net income does not exceed **£3,923**.
35. The net income of a partner, whatever the amount, is always included in the dependants' grant income assessment because there is no maximum amount specified in regulation 31(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 an eligible student or who holds a statutory award, is not included in the income assessment.
36. There is no requirement for a student to apply separately for the ADG. Provided they have indicated on the online application or on the PN1 or PR1 forms that they have an adult dependant, there is no requirement for them to make any separate request to receive this grant (see also paragraph 95).

#### **Student's partner is an eligible student or holds a statutory award (Regulation 34(5))**

37. An eligible student may not claim the ADG in respect of the student's partner, or for another adult dependant, if that partner or adult dependant is also an eligible student or holds a statutory award. An eligible student who cannot apply for the ADG in respect of their partner because the partner is also an eligible student or holds a statutory award can still apply for the ADG in respect of another adult dependant instead. Where an amount of ADG is being calculated in respect of another 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**

38. Where a student maintains a dependant who is ordinarily resident outside the United Kingdom, the LA has discretion to determine the basic amount of ADG payable, if any, to a maximum of £2,732 (regulation 31(3)(b)).

#### Childcare Grant (regulation 32)

39. The Childcare Grant broadly mirrors the childcare element of the Working Tax Credit (WTC) administered by HM Revenue & Customs. The Childcare Grant 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 WTC.

40. The childcare element of the 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 Childcare Grant, are set out at paragraphs 47 - 55.
41. The Childcare Grant 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 56 - 58).
42. Students who are potentially eligible for the Childcare Grant are:
  - lone parents;
  - student couples with children; and
  - student parents with partners, including partners with income. (Entitlement is subject to the level of income and the amount of childcare costs.)
43. The Childcare Grant 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; 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.
44. 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 LA's area.
45. The definition of ‘dependant’ given at paragraph 28 (regulation 35(1)) also applies to the Childcare Grant.
46. The Childcare Grant is not counted as income by Jobcentre Plus or local authority Housing Benefit sections, when assessing a student’s entitlement to income related benefits.

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

47. A Welsh domiciled student who incurs charges for the following types of childcare in Wales is potentially eligible for the Childcare Grant.
  - 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. 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. A Childcare Grant 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 the Care and Social Services Inspectorate for Wales.
- Care provided by an approved foster carer (the care must be for a child who is not being fostered by the foster carer).
- Childcare provided in the child's own home or if several children are being looked after in one of the children's home by a carer approved under the Approval of Child Care Providers (Wales) 2007 scheme.

### **Qualifying childcare in England**

A Welsh domiciled student who incurs charges for the following types of childcare in England is potentially eligible for the Childcare Grant.

#### **Ofsted Registered childcare**

48. 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.
49. 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 Child Care Register counts as qualifying childcare for the purposes of the Childcare Grant.
50. Registered childcare providers can include registered childminders, 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**

51. A student who incurs charges for the following types of childcare in England that are currently eligible for Working Tax Credit (WTC) purposes will also potentially be eligible for the Childcare Grant.
- 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 carers 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**

52. A Welsh domiciled student who incurs charges for the following type of childcare in Scotland which is currently eligible for WTC purposes, will also potentially be eligible for the Childcare Grant.
- 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 childminder 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**

53. A Welsh domiciled student who incurs charges for the following type of childcare in Northern Ireland which is currently eligible for WTC purposes, will also potentially be eligible for the Childcare Grant.
- 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**

54. A Welsh domiciled student who incurs charges for childcare provided under a Ministry of Defence accreditation scheme abroad which is currently eligible for WTC purposes, will also potentially be eligible for the Childcare Grant.

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

55. Some students may use a childcare provider who is not registered or approved but then becomes registered or approved at some stage during the academic year. In such instances, the Childcare Grant 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**

56. Childcare charges in respect of which an eligible student may qualify for the Childcare Grant 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 in England (or the Approval of Child Care Providers Scheme in Wales 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 child 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 their partner even if the partner is registered or approved.

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.

57. This broadly reflects the childcare element of WTC - 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 Childcare Grant is not intended to pay for care that any parent or relative of a child might be expected to provide.

### **Compulsory education charges**

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

### **Audit of Childcare Grant applications**

59. There is presently no facility on the single system for LAs to identify a selection of Childcare Grant applications for audit. LAs 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 Childcare Grant. 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 Childcare Grant and that the student has not received a Childcare Grant 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 Department expects LAs to pursue any application upon which there is a doubt about its veracity.
60. In carrying out the sample check, LAs 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, LAs 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).
61. 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, LAs could contact the relevant Ofsted regional centre by calling the national

help line on 0845 640 4040. The call will be automatically diverted to the closest regional centre

### **Amounts of Childcare Grant**

62. The amount of grant payable is based on the actual childcare costs. The Childcare Grant pays 85% of the actual cost of registered or approved childcare throughout the academic year, i.e. during term time, short vacations and the longest vacation. The maximum amounts of Childcare Grant 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). The maximum annual Childcare Grant for a student with one dependent child using childcare for the whole year is £8,398.
  - 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). The maximum annual Childcare Grant for a student with two or more dependent children using childcare for the whole year is £14,276.60.
63. The Childcare Grant pays 85% of actual childcare costs, but the amount of weekly Childcare Grant paid should not exceed £161.50 per week for one child or £274.55 per week for two or more children. For example:

Number of children in prescribed childcare	Total weekly cost of childcare	Total amount of Childcare Grant per week
Student A – 1 child	£90	£76.50 (85% of actual childcare costs)
Student B – 1 child	£200	£161.50 (as the Childcare Grant pays 85% of actual costs of up to £190 per week)
Student C – 2 children	£120	£102 (85% of the actual childcare costs)
Student D – 2 children	£350	£274.55 (as the Childcare Grant pays 85% of actual costs of up to £323 per week)

### **Maximum Childcare Grant in the first and final week of the academic year**

64. A student's entitlement to Childcare Grant is calculated on a weekly basis. A week begins on a Monday and ends on a Sunday. This reflects the requirements of regulation 31(6)(a). If a student claims a Childcare Grant in respect of a week that falls partly within and partly outside an academic year, the maximum grant payable is calculated by multiplying the weekly cap (£161.50 or £274.55 as appropriate) by the number of days of that week falling within the academic year and dividing by seven (regulation 31(6)(b)).
65. This means that if the student's academic year starts in the autumn and they claim a Childcare Grant in respect of the period from Thursday 6 September to Sunday 9 September 2012, the maximum grant payable is £92.28 for one child or £156.88 for two or more children. If the student claims a Childcare Grant in respect of the period from Monday 27th August to Friday 31 August

2012, the maximum grant payable is £115.36 for one child or £196.11 for two or more children.

66. Students continue to receive 85% of their actual childcare costs during the first and final week of the academic year - to the maximum amounts stated above. LAs should note that there is no requirement to pro rata the maximum Childcare Grant payable in other weeks of the academic year even if a student uses childcare for part of a week.

#### **Childcare Grants and retainer fees paid to childcare providers**

67. 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 Childcare Grant 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 Childcare Grant.

#### **Assessing Childcare Grants where the student's partner is an eligible student**

68. The amount of Childcare Grant is reduced by one half if the eligible student's partner is an eligible 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 34(5)).

#### **Periods covered by the Childcare Grant**

69. 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 Childcare Grant over the academic year is shown in the following table. In this example the first day of term is taken to be 1<sup>st</sup> October and assumes the student pays for childcare every week during the academic year.

1 September 2013 – 5 July 2014	6 July 2014 – 31 August 2014 (long vacation)
85% of childcare costs for 44 weeks	85% of childcare costs for 8 weeks

70. The example above is based on a student claiming Childcare Grant for the long vacation and whose academic year begins on 1 September 2013. The Childcare Grant payments start on 1 September even though the first day of term one is 1 October 2013. The Childcare Grant in respect of the months of July and August 2014 is paid in advance with the third instalment of support. The grant for childcare costs incurred in September 2014 is paid in arrears with the first instalment of support in the following academic year.

#### **Childcare Grant for final year students**

71. The Childcare Grant 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 32(5)). An illustrative example of the Childcare Grant 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 2013

and the final term of the course ends on 27 Jun 2014. The illustration assumes the student pays for childcare each week in the period given.

1 September 2012 – 27 Jun 2014
85% of weekly childcare costs for each week childcare is used

#### **Students who have a partner with income**

72. Some students with a partner in receipt of income may still receive a Childcare Grant 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 35(1)).
73. The following table gives the income threshold under the dependants' grant means test for receiving £1 of Childcare Grant for students with a partner who has an income. The calculation is based on the assumption that the student is incurring the maximum childcare costs and using registered or approved childcare for 52 weeks. For students with lower childcare costs, and those using childcare for part of the year, a separate calculation should be carried out.

Number of dependent children	Maximum level of partner's income
One child	<b>£11,870 per annum</b>
Two children	<b>£18,907 per annum</b>

*It should be noted that the maximum levels of income given above would in both cases pay £1 of Childcare Grant and the full PLA of £1,557. Income that exceeds the maximum levels given above reduces the amount of PLA £ for £.*

#### **Childcare Grant, early years education and free childcare**

74. Students cannot receive 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.
75. Additionally, all three and four year olds have been able to access a free, part-time early learning place since April 2004. Data from the January 2007 census confirmed that around 96% of three year olds and virtually all four year olds are now benefiting from some form of free provision. The free minimum entitlement consists of twelve and a half hours per week of early learning over 38 weeks a year. From September 2010 the free entitlement was increased to 15 hours a week for 38 weeks of the year, and access was made more flexible. Parents may arrange the early learning place entitlement to suit the needs of their children depending on the ability of the provider to deliver.
76. 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 Childcare Grant 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.

77. 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 Childcare Grant 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 it in their applications for 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.

#### **Childcare Grant, Child Tax Credit and the Childcare Element of Working Tax credits**

78. Child Tax Credit (CTC) is administered by Her Majesty's Revenue & Customs (HMRC) and provides income related support for families with children. Students with children are entitled to make a claim. It is paid directly into the bank account of the person in the family who is mainly responsible for looking after the children. A person does not have to be in paid work to receive CTC. As long as they are 16 or over and responsible for one or more children, or a young person under age 20 in relevant education or approved training, they may be able to claim CTC. A person may qualify for a higher rate if they have a child under one or a child with a disability. If a student receives CTC, this does not affect their entitlement to the Childcare Grant.
79. Working Tax Credit (WTC) 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 Working Tax Credit) etc. A student cannot receive Childcare Grant at the same time as receiving the childcare element of Working Tax Credit. (Other elements of WTC do not preclude a student from claiming Childcare Grant).
80. The childcare element of WTC can meet up to 70% of the cost of registered or approved childcare up to a maximum cost of £175 a week for families who pay childcare for one child and £300 a week for families who pay childcare for two children or more. The maximum amount of childcare element of WTC someone could have is £140 a week for one child or £240 a week for two or more children, although the actual amount a family receives in childcare element of WTC is subject to the family's gross income.
81. Students who satisfy the entitlement rules for the childcare element of WTC can choose either to claim the childcare element of WTC or the Childcare Grant. They cannot claim the WTC childcare element if they or their partner are also receiving the Childcare Grant.
82. Similarly regulation 32(3) of the The Education (Student Support) (Wales) Regulations 2012 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. This provision reflects the policy intention that an eligible student should not receive childcare support from the Childcare Grant and the WTC childcare element at the same time.
83. If a student indicates that they or their spouse/partner are in receipt of an award from the WTC and applies for a Childcare Grant under the Student Support Regulations, LAs may also consider using their powers under Schedule 3 to request evidence to confirm that the eligible student's or their partner's WTC award does not include the childcare element of WTC. The eligible student should be asked to produce a WTC award notification that should indicate if the student or their partner is in receipt of the childcare element of WTC. If the student or partner is not in receipt of the childcare element of WTC there will be no mention of it in the WTC award notice. This

information should also help LAs determine the start/termination dates for Childcare Grant payments.

84. It is possible that a student or their partner's circumstances may change resulting in a request to receive the Childcare Grant instead of the WTC 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 childcare element and they wish to change over to the Childcare Grant they should notify the Tax Credit Office and give the date when they want the WTC childcare element to cease. This should be the day before the Childcare Grant comes into payment. Parents will be issued with a new awards notice which can be used as evidence that the WTC award no longer includes the WTC childcare element.
85. LAs 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 in order to prevent unnecessary delays in payment of the Childcare Grant. This declaration must be subsequently confirmed. Students may be assessed for a Childcare Grant from the first day after their last payment for childcare under the WTC.
86. For more information on tax credits:
  - visit <http://www.hmrc.gov.uk/individuals/tmatax-credits.shtml>;
  - call the Tax Credits Helpline (telephone 0845 300 3900); or
  - call the nearest HMRC Enquiry Centre (listed under 'HM Revenue & Customs' in the telephone directory).

#### **Childcare Grants and students on work placements**

87. Students are generally not eligible for a Childcare Grant in any academic year in which the periods of full-time study are in aggregate less than 10 weeks and where they are on a paid/unpaid placement for the rest of the year (regulation 28(7)). Some exceptions, set out in regulation 28(7), may apply. Students on work placements whose periods of full-time study in the academic year are 10 weeks or more may receive a Childcare Grant.

#### **Childcare Grant applications from students studying at an overseas institution**

88. Students attending an overseas institution as part of their courses will not generally be eligible for a Childcare Grant to cover childcare costs incurred abroad. The only qualifying overseas childcare providers are those approved under a Ministry of Defence accreditation scheme to approve providers who care for the children of personnel based overseas. Students requesting support for childcare provided abroad should be referred to their institution's Financial Contingency Fund.

#### Parents' Learning Allowance (regulation 33)

89. A Parents' Learning Allowance (PLA) of up to £1557, subject to income assessment, 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.
90. The PLA 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. Students do not have to be using registered or approved childcare to be eligible for the Parents' Learning Allowance. PLA is not treated as income when students are assessed for income-related benefits, including Housing Benefit.

91. There is no requirement for a student to apply separately for the PLA. Provided they have indicated on their application that they have dependent children, there is no requirement for them to make any separate request to receive this grant (see also paragraph 95)
92. Subject to an assessment of income, the PLA will be paid to:
  - a) Full-time students with dependent children who are assessed to receive at least £1 of Childcare Grant and/or £1 of Adult Dependents' Grant. Such students are entitled to receive the full amount of PLA (**£1,557**);
  - b) Full-time students with dependent children who are eligible in principle for the Adult Dependents' Grant and/or the Childcare Grant 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 Adult Dependents' Grant and the Childcare Grant, any remaining income is set against the PLA on a £ for £ basis;
  - c) Full-time students with dependent children who have no adult dependants and are not eligible for the Childcare Grant because they are not using registered or approved childcare. Dependents' net income is set against the PLA on a £ for £ basis after applying the appropriate threshold (paragraph 99).
93. If the aggregate amount of PLA determined is between £1 and £49 then the student will be entitled to a minimum amount of PLA payable of £50 (regulation 34(7)).
94. 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 the student and their partner together, the student and the partner may each receive the amount of PLA due after the application of the dependants' grant income assessment. The PLA entitlement should not be divided between the eligible students.

The dependants' grant income assessment

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

95. The system uses information provided by the student on their application to determine the amount of Adult Dependents' Grant and Parents' Learning Allowance due. The system also displays a message to the LA assessor prompting them to check the system calculation and amend if necessary.
96. To determine a student's eligibility for dependants' grants (Adult Dependents' Grant, Childcare Grant and Parents' Learning Allowance) it is necessary to calculate the dependants' net income, including income from the Working Tax Credit. Regulation 35(6) provides that a dependant's net income is income from all sources for the academic year after income tax and social security contributions have been deducted. The following sources of income are disregarded under regulation 35(6):
  - Any pension, allowance or other benefit paid by reason of a disability or incapacity to which the dependant is subject;

- Child benefit payable under Part IX of the Social Security Contributions and Benefits Act 1992;
  - Any financial support payable to a dependant by a local authority in accordance with regulations made under sections 2, 3 and 4 of the Adoption and Children Act 2002;
  - Any guardian's allowance to which the dependant is entitled under section 77 of the Social Security Contributions and Benefits Act 1992;
  - In the case of a dependant with whom a child being looked after by a local authority is boarded out, any payment made to that dependant in pursuance of section 23 of the Children Act 1989;
  - Any payment made to the dependant under section 23C(5A) of the Children Act 1989(1);
  - Any payments made to the dependant under section 15 of and Schedule 1 to the Children Act 1989 in respect of a person who is not the dependant's child or any assistance given by a local authority pursuant to section 24 of that Act (such payments are commonly known as a residence order allowance);
  - Any child tax credit to which the dependant is entitled under Part I of the Tax Credits Act 2002.
97. 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.

#### **Financial obligations incurred before the start of the course (regulation 35(7))**

98. Regulation 35(7) 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', which is for LAs to decide. They might include payments made under insurance policies, such as household insurance, contents insurance, medical insurance and life insurance, payments under a mortgage agreement (mortgage payments and mortgage endowments), council tax payments, rent payments, repayments under a loan agreement, such as a Building Society home improvement loan and obligatory maintenance payments. However, LAs have 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 a LA 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**

99. The dependants' aggregated net income for the academic year less one of the following applicable thresholds (regulation 34(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 31(1)):

1. Adult Dependents' Grant;
  2. Childcare Grant; and
  3. Parents' Learning Allowance.
100. The dependants' aggregated net income less the applicable threshold is first applied to the Adult Dependents' Grant (if applicable). Any remaining income is then applied to the Childcare Grant (if applicable) and any remaining income is then applied to the PLA (if applicable). If the net 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 34(4)).
101. Regulation 34(7) provides that once the contribution has been applied, if the amount of PLA for which the student is eligible is between £1 and £49 the student will be entitled to a PLA of £50.

#### Example 1

A student has a spouse/civil partner with net income 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' net 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 34(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>	<b>£5,320</b>
<b>B. Applicable threshold</b>	<b>£4,632</b>
Dependants' residual income (A - B)	<b>£688</b>

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

Grant	Amount
Adult Dependents' Grant	<b>£2,732</b>
Childcare Grant	£6,630

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

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

<b>A. Total dependants' grants</b>	<b>£10,919</b>
<b>B. Dependants' residual income</b>	<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.

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

### Example 2

A student has a spouse/civil partner with net income of **£11,018** and one child. The student uses **registered or approved** childcare for 40 weeks and the actual costs are £100 per week.

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

Dependants	Income
Spouse/Civil Partner	£11,018
<b>A. Total dependants' income</b>	<b>£11,018</b>

**Step 2:** Choose the threshold which applies to the student's circumstances (regulation 34(2)).

Student's circumstances	Applicable threshold
<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>	<b>£11,018</b>
<b>B. Applicable threshold</b>	<b>£3,473</b>
Dependants' residual income (A - B)	£7,545

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

Grant	Amount
Adult Dependents' Grant	£2,732
Childcare Grant (85% of actual costs - 40 x £85)	£3,400
PLA	£1,557
<b>Total</b>	<b>£7,689</b>

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

<b>A. Total dependants' grants</b>	<b>£7,689</b>
<b>B. Dependents' residual income</b>	<b>£7,545</b>
<b>Amount of dependants' grant to be paid (A – B)</b>	<b>£144</b>

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

<b>Grant</b>	<b>Amount</b>
Adult Dependents' Grant	Nil
Childcare Grant (85% of actual costs ( $52 \times £127.50$ ))	Nil
PLA	<b>£144</b>
<b>Total dependants' grant paid</b>	<b>£144</b>

102. The total of the dependants' grant under regulations 31-33 is subject to the main income assessment. This means that any student contribution or household contribution is applied to the dependants' grants after being first applied, in the case of old system students, to any tuition fee support in the main income assessment (regulations 66 & 67).

#### **Payment of grants for dependants**

103. Regulations 70 and 73 provide for payments of maintenance loan and grant for living costs to be made for periods of the year other than quarters.
104. Dependents' 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**

105. The number of a student's dependants may change during an academic year. When this occurs, the LA is responsible for determining who the student's dependants are for each of the three quarters for which the grant is payable (regulation 31(9)). The dependants' grants should be reassessed on a pro rata basis from the date the number of dependants changes.
106. 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 34(10)).

#### **Travel Grant (regulations 37-39)**

107. For 2013/14, Travel Grant payable under regulation 37 in respect of expenditure incurred on travel expenses **during that academic year** is equivalent to the amount remaining after the first £303 of that expenditure has been disregarded and subject to income assessment.
108. Some students claiming the Travel Grant may undertake their journey by car. For the purpose of deciding the cost of the journey by car, it is recommended that LAs calculate the cost of the journey at the rate of **28p per mile**. This rate is based on the mid point range of AA motoring costs and includes an

amount for wear and tear on the car. Some continuing students using their own car for travel may already be receiving a Travel Grant based on a higher mileage rate. In such cases, it is recommended that LAs pay that rate until the end of the course.

109. LAs have discretion to pay the grant in advance of the student incurring the expenditure. Information on processing Travel Grants on the single system can be found in the LA User Guide, Section 16. LAs are required to manually calculate the amount of travel a student is entitled to claim for reimbursement and enter this in the appropriate field on the Assessment Summary Screen. The system then applies the disregard to arrive at the amount to be paid.

#### **Students attending courses in medicine and dentistry**

110. Students attending courses in medicine and dentistry who are not eligible for means-tested bursaries or awards from the Department of Health are entitled to a grant to meet the costs of travel associated with their clinical training, where they have to attend at a hospital or other premises in the UK. This does not cover any attendance involving residential study.

#### **Students attending an overseas institution**

111. Students attending an overseas institution as part of their UK course during a qualifying quarter (whether obligatory or optional) are eligible for the grant to meet the costs of travel within and outside the UK for the purpose of attending the overseas institution, including necessary daily travel costs while abroad. A qualifying quarter is an academic quarter during which the student attends the overseas institution for at least 50% of that quarter. It would be reasonable to allow for three return journeys between the UK and the overseas institution during the academic year in such cases.
112. LAs should take account of the aggregate amount of eligible travel expenditure which a student is obliged to incur in order to attend the course, excluding any expenditure in respect of which a grant is payable under regulation 29. In this respect LAs should satisfy themselves that the method and class of travel are appropriate and that all costs are reasonably and necessarily incurred.
113. There may be cases where single parents who are on courses that involve study overseas have to take their child (or children) abroad with them. In such cases, the cost of the child's/children's fare from the UK to the overseas country may also be covered by the Travel Grant for up to three return journeys during the academic year.
114. Students attending an overseas institution as part of their course for at least 50% of any academic quarter may need to insure themselves against liability for the costs of medical treatment provided outside the United Kingdom. Regulation 38(3)(a) provides that such students shall be eligible for additional Travel Grant equal to the amount incurred. This expenditure is NOT subject to the £303 disregard. For example, if a student claimed grant on a total expenditure of £320, comprising travel costs of £250 and medical insurance costs of £70, he/she would be eligible for a grant of £70. The £53 balance from the £303 disregard should not be used to reduce the grant for the medical insurance costs. LAs should satisfy themselves that the costs incurred for insurance are reasonable.
115. Such students may also have to meet the costs of items such as visas and medical costs (regulation 38(3),(b)&(c)). Where these are a mandatory condition of entry into the host country, they are legitimate costs incurred in

order to attend the course and they can also attract grant. The amount payable in respect of insurance, visa and medical expenses should be entered in the appropriate field on the Assessment Summary Screen.

### **Students attending the University of London Institute in Paris**

116. Students attending the University of London Institute in Paris (formerly known as the British Institute in Paris) are eligible for Travel Grant as if they were attending an overseas institution.

#### **Case Studies: Travel Grant**

##### **Student A**

Student A is attending an overseas institution for the first 9 weeks of the first academic quarter (01/09/13 - 31/12/13). The first academic quarter is 17 weeks and 2 days in length. Student A is therefore attending the overseas institution for more than 50% of the quarter. Student A is eligible for a Travel Grant in respect of travel expenses which is subject to a £303 disregard.

##### **Student B**

Student B is attending an overseas institution in the first academic quarter (01/09/13 - 31/12/13). The first academic quarter is 17 weeks and 2 days in length. Student B attends the first 4 weeks overseas, the next 2 weeks in the UK and the following 5 weeks overseas. Student B is therefore attending the overseas institution for 9 weeks in total - more than 50% of the quarter. Student B is eligible for a Travel Grant in respect of travel expenses which is subject to a £303 disregard.

##### **Student C**

Student C is attending an overseas institution for the first 7 weeks of the first academic quarter (01/09/13 - 31/12/13). The first academic quarter is 17 weeks and 2 days in length. Student C is not eligible for a Travel Grant in respect of travel expenses as the student is not attending the overseas institution for 50% or more of the academic quarter.

##### **Student D**

Student D is attending an overseas institution for the first 8 weeks of the first academic quarter (01/09/13 - 31/12/13) and the first 7 weeks of the second academic quarter (01/01/14 - 31/03/14). The first academic quarter is 17 weeks and 2 days in length and the second academic quarter is 12 weeks and 6 days in length. Student D is not eligible for a Travel Grant in respect of travel expenses for the first academic quarter because the student is not attending the overseas institution for 50% or more of the first quarter. However, the student is eligible for a Travel Grant in respect of travel expenses for the second academic quarter (subject to a £303 disregard) because the student is attending the overseas institution for more than 50% of the second academic quarter.

**Student E**

Student E is attending an overseas institution for the last 5 weeks of the first academic quarter (01/09/13 - 31/12/13) and the first 5 weeks of the second academic quarter (01/01/14 - 31/03/14). The first academic quarter is 17 weeks and 2 days in length and the second academic quarter is 12 weeks and 6 days in length. Student E is not eligible for a Travel Grant in respect of travel expenses for either the first academic quarter or the second academic quarter, as the student is not attending the overseas institution in either quarter for 50% or more of the respective quarter.

**Student F**

Student F is attending an overseas institution for the first 8 weeks of the first academic quarter (01/09/13 - 31/12/13) and the first 6 weeks and 3 days of the second academic quarter (01/01/14 - 31/03/14). The first academic quarter is 17 weeks and 2 days in length and the second academic quarter is 12 weeks and 6 days in length. Student F is not eligible for a Travel Grant in respect of travel expenses for the first academic quarter because the student is not attending the overseas institution for 50% or more of the first quarter. However, the student is eligible for a Travel Grant in respect of travel expenses for the second academic quarter (subject to a £303 disregard) because the student is attending the overseas institution for 50% of the second quarter.

**Student G**

Student G is attending an overseas institution for the first 10 weeks of the first academic quarter (01/09/13 - 31/12/13) and the first 10 weeks of the second academic quarter (01/01/14 - 31/03/14). The first academic quarter is 17 weeks and 2 days in length and the second academic quarter is 12 weeks and 6 days in length. Student G is eligible for a Travel Grant in respect of travel expenses for both academic quarters because the student is attending the overseas institution for more than 50% of the respective quarters. The Travel Grant award in respect of travel expenses will be subject to a single disregard of £303 for the academic year.

**Student H**

Student H is attending the University of London Institute in Paris for the last 10 weeks of the first academic quarter (01/09/13 - 31/12/13) and the first 3 weeks of the second academic quarter (01/01/14 - 31/03/14). The first academic quarter is 17 weeks and 2 days in length and the second academic quarter is 12 weeks and 6 days in length. Student H is eligible for a Travel Grant in respect of travel expenses for the first academic quarter because the student is attending the University of London Institute in Paris for more than 50% of the first academic quarter. However, Student H will not be eligible for a Travel Grant in respect of travel expenses for the second academic quarter because the student is not attending the University of London Institute in Paris for 50% or more of the second academic quarter. Student H has also taken out medical insurance to cover their period of study abroad. As the student is attending an overseas institution for more than 50% of the first academic quarter, Student H will be eligible for additional Travel Grant (not subject to a disregard) to cover the cost of the student's medical insurance for that quarter. LAs should satisfy themselves that the costs incurred for insurance are reasonable.

## Administration

### Administering Childcare Grant applications

117. LAs should also refer to the guidance on 'General Eligibility and Financial Assessment Administration' and the guidance chapter 'Change of Circumstances' which provides guidance on reassessments and stopping payments.
118. LAs need to assess an applicant's eligibility and entitlement to the Childcare Grant. The Childcare Grant and the PLA are paid to the most vulnerable students and therefore assessments should be carried out as early as possible to ensure that support is paid to the student on the first day of term.

### Processing Childcare Grant applications

119. The system now has the facility to calculate the amount of Childcare Grant to which a student is entitled. Using the information on the CCG1 form, the LA enters the weekly childcare costs for term-time weeks and non term-time weeks, along with any exceptions to these standard amounts on the Childcare Estimates screen. The system will first apply a pro-rata to any amounts falling in non Monday to Sunday weeks (normally this will be for the first and last weeks of the academic year). Where amounts are entered in the 'Exceptions' section, no pro rata is applied. The system will then apply the 85% calculation. The LA still has the facility to override the automatic assessment of Childcare Grant if it is deemed appropriate. Any manual override of the automatic Childcare Grant assessment should be fully explained on the system Notes facility to assist other staff when dealing with student enquiries.
120. If the student receives a Childcare Grant the assessment should be provisional until all of the student's childcare costs for the academic year have been evidenced and their entitlement checked accordingly. At that point the entitlement may be finalised. This may only be possible at the start of the next academic year if childcare is required for the long vacation.
121. LAs should also consult the guidance chapter 'Change of Circumstances'. LA assessors should indicate that the assessment is provisional in one of two ways:
  - by selecting the Provisional flag on the Validate Evidence screen; or
  - in SFA or SC cases, by selecting the Childcare Grant drop-down menu at the bottom of the screen and selecting the 'provisional' option.
122. Where the LA assessor chooses to enter a manual override of the Childcare Grant they should use the system Notes facility to detail the basis of the calculation or reasons for the override. This should assist other LA staff and SLC Customer Services Officers when dealing with any student enquiries.
123. Annex 1 includes a summary timetable showing what actions LAs should take during the course of the academic year.

### Informing students of the breakdown of dependants' grants

124. The financial notification letter produced under the single system details the breakdown of the various elements of the grants for dependants. Students

should be advised to show the financial notification letter to their institutions when applying for discretionary support from the Financial Contingency Fund and to Job Centre Plus and/or the local authority Housing Benefit section if applying for income related benefits.

#### Childcare Grant leaflets and forms

125. LAs will be sent supplies of the new booklet entitled 'Childcare Grant and other support for student parents in higher education 2013/14' and the forms 'Application for help with childcare costs' (CCG1) and 'Confirmation of childcare payments (CCG2). Where a student indicates on the online application or PN1 / PR1 forms that they would like information on receiving the Childcare Grant, the LA user should raise a task 'Send Information Pack'. This task is to be dealt with by the LA. The information pack should be sent to the student for them to complete and return to the LA.

#### Form 'Application for help with childcare costs'

126. The student should apply for a Childcare Grant by completing a form 'Application for help with childcare costs' (CCG1) and send it to their LA. The applicant may provide an estimate of their likely childcare costs on their application form given that they are unlikely to be aware of their childcare requirements at the time of application. The applicant should be assessed on the basis of the estimated childcare costs provided on the CCG1.

#### Confirmation that a childcare provider is registered or approved

127. Childcare providers are asked to complete Section 2 of the CCG1 confirming they are either a registered or approved provider. However, if a student has not found a childcare provider at the time of their application, Section 2 of the CCG1 may be left blank and a Childcare Grant may still be paid. The student will need to provide confirmation they are using a registered or approved childcare provider when they provide confirmation of their payments made to a childcare provider in the middle of term 1, using the form 'Confirmation of childcare payments' (CCG2). On receipt of this form, the LA will need to assess whether they need to complete a reassessment of grant for the applicant.

#### Student does not return form 'Application for help with childcare costs'

128. If a student does not return the CCG1, but has a dependent child, the LA should assess the student's entitlement to the PLA grant. If the applicant subsequently sends a CCG1 or completes an online or paper Change of Circumstance to indicate that they wish to apply for CCG at least three months before the end of the academic year the LA will need to carry out and send a revised assessment.

#### Students who return form 'Application for help with childcare costs'

129. LAs who receive a CCG1 should consider the student's entitlement for the PLA and Childcare Grant. The LAs should base their assessments on the amounts the applicant has stated on the childcare application form, subject to the limits set out in the Student Support Regulations.

#### Confirmation of payments made to a childcare provider

130. Students are requested to provide evidence of payments made to their childcare provider on a termly basis, using form CCG2. Students are required to complete Section 1 of the form and then arrange for their childcare provider to complete Sections 2 and 3, confirming the payments received from the student each week during the period. Applicants must send a separate CCG2 to their LA by each of the following dates, if the course started in September:

- **1 November 2013** – this form should confirm payments made each week between **1 September 2013 and 20 October 2013**.
- **31 January 2014** – this form should confirm payments made each week between **21 October 2013 and 19 January 2014**.
- **12 September 2014** - this form should confirm payments made each week between **20 January 2014 and 31 August 2014**. It is recommended that students in the final year of their courses and students not using childcare during their long vacations are requested to return their CCG2 by **18 July 2014**.

Applicants must send the separate CCG2 to their LA/SLC by each of the following dates if the course started in January:

- **14 March 2014** – this form should confirm payments made each week between **1 January 2014 and 2 March 2014**.
- **13 June 2014** – this form should confirm payments made each week between **3 March 2014 and 1 June 2014**.
- **15 January 2015** – this form should confirm payments made each week between **2 June 2014 and 31 December 2014**.

131. If the applicant indicates in Section 4 of the CCG2 that their weekly childcare costs will change during the rest of the year, the LA should reassess the applicant's entitlement, and include the estimated childcare costs for the long vacation in the third instalment of grant. The applicant will need to confirm these costs at the beginning of the following academic year. If the applicant is uncertain whether they will need childcare for the long vacation, the LA can carry out a reassessment to include the long holiday period at a later date. If the reassessment is completed after the third instalment, the SLC will make an additional payment for the extra amount to the applicant via BACS, automatically.

#### Monitoring returns of 'Confirmation of childcare costs' forms

132. Currently, there is no facility (other than Notes) on the system to indicate that the Childcare Grant is provisional pending receipt of a completed (CCG2) for Term 1, Term 2 and Term 3 and the long vacation. The system is able to provide a list of students in receipt of Childcare Grants. LAs should use the Notes facility on the single system to record when reminders are sent out. This will assist LAs and SLC Customer Service Officers when dealing with student enquiries. There is also no suite of Childcare Grant letters on the single system although this is being reviewed for future years. Instead LAs should continue to produce locally prepared letters, updating student support system records to show where this has been done. Suggested text is provided at Annex 2.

Student does not send confirmation of registered or approved childcare

133. Most students include details of their childcare provider at the time of their Childcare Grant application. However if the student does not include details of their childcare provider on their application form and then does not provide confirmation of the registered or approved childcare being used on the CCG2 form confirming childcare payments for their first term, the LA should send a reminder letter to the applicant. If the LA does not receive confirmation, the LA should reassess the applicant's entitlement to support as necessary, removing the Childcare Grant (payment of the PLA should continue). If the LA cannot complete this reassessment by the middle of December then they should stop all future payments of grant. The LA should then carry out a revised financial assessment showing the amount of maintenance loan and grant that the LA knows that the applicant is entitled to and send this to the applicant and the SLC. This reassessment should be completed as soon as possible so that the student continues to receive any other payment of grant they are entitled to. The SLC will then deduct the amount of grant the applicant has already received from the amount of grant shown on the latest assessment and pay the outstanding amount in two payments. If a student then provides confirmation of their childcare provision, LAs have the discretion to reinstate the Childcare Grant, depending on the student's reasons for failing to produce the evidence by the original deadline.

Student does not send confirmation of childcare payments

134. Students should send evidence of payments made to a childcare provider on form CCG2 by each of the dates in paragraph 130 above. LAs should consider sending reminder letters to student in advance of these dates (see Annex 2). The dates for confirming childcare payments have been selected to allow LAs time to make any adjustments to the next Childcare Grant instalment if the student has under or overestimated their childcare costs at the beginning of the year. There is also a greater incentive for students to return their form by the required dates given that their next Childcare Grant instalment will not be paid unless a completed CCG2 has been returned to the LA.
135. If a student has not returned their form CCG2 by the required dates, LAs should send a reminder letter advising that if the form is not received the student will lose their Childcare Grant and arrangements will be made to recover the Childcare Grant monies already paid (see Annex 2). If the applicant fails to confirm their childcare payments, the LA should reassess their entitlement to support as necessary, removing the Childcare Grant. However payment of ADG and PLA may continue once the Childcare Grant has been removed. (Any contribution previously applied to the Childcare Grant will now reduce the PLA). A revised and finalised assessment should be sent as soon as possible so that the student can continue to receive any other payments of grant they are entitled to. LAs should take account of specific applicants' circumstances in deciding whether to remove the Childcare Grant entitlement if evidence is not received. If a student then provides confirmation of their childcare costs, LAs have the discretion to reinstate the Childcare Grant, depending on the student's reasons for failing to produce the evidence by the original deadline.

## Finalising assessments in 2013/14

### **Students not in receipt of a Childcare Grant during their longest vacation**

136. Once a student has confirmed their actual childcare costs for the final term of academic year 2013/14 and indicated they will not require a Childcare Grant for their longest vacation, the student should be reassessed and a revised support notification sent for 2013/14 to show that the assessment is now final.

### **Students in receipt of a Childcare Grant during the longest vacation**

137. Most academic years begin on 1 September and the longest vacation is the summer vacation. Childcare Grants for the longest vacation are paid up until 31 August, the payment covering the months of July and August. Childcare Grants in respect of September are paid with the first instalment of the following academic year's Childcare Grant.
138. If a student receives a Childcare Grant for the longest vacation they need to confirm their actual childcare costs by 12 September 2014, just after the start of the 2014/15 academic year.

### **Students who have not confirmed final childcare costs for 2012/13**

139. Where an LA receives a Childcare Grant application for 2013/14 and the student has not yet confirmed his/her childcare costs for the longest vacation in 2012/13, this should not delay or prevent assessments for 2013/14. Therefore, LAs are advised not to wait for confirmation of the long vacation childcare costs for 2012/13 before assessing Childcare Grant applications for 2013/14 but are advised to:
  - assess the student for a Childcare Grant in 2013/14 and issue a Student Financial Notification; and
  - reassess the support on receipt of confirmed childcare costs for the longest vacation (up to 31 August 2013) and issue a final Student Financial Notification for 2012/13 showing the revised amount of dependants' grants.
140. The Student Financial Notification for 2013/14 should include the amount of Childcare Grant for 2013/14 not taking into account any overpayment incurred during 2012/13.

### **Underpayments and overpayments of Childcare Grants**

141. SLC will identify any overpayments from the revised 2012/13 notifications and deduct the overpayment from the 2013/14 grants if the student is continuing on the same course. If the student is not continuing on the same course, SLC will make separate arrangement for collection of the overpayment. If a student's Childcare Grant has been underpaid in 2012/13, the SLC will pay the outstanding amount. If the SLC receive a reassessment after the third instalment has been paid, the balance will be made to the student as opposed to adding the outstanding balance onto the following year's grant.

## Annex 1

## TIMETABLE FOR LAs

From March 2013 onwards	LAs to enclose the publications 'Childcare Grant and other support for student parents in higher education 2013/14 and the forms 'Application for help with childcare costs' (CCG1) and 'Confirmation of childcare payments' (CCG2) to students who have indicated they will incur childcare costs.
By 18 October 2013	Send a reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments' by <b>1 November 2013</b> .
By 8 November 2013	Send a 2nd reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments' or they will lose their Childcare Grant.
By 22 November 2013	LAs will need to reassess students as appropriate.
By 17 January 2014	Send a reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments' by <b>31 January 2014</b> .
By 7 February 2014	Send a 2nd reminder letter to students. The letter will remind them they need to return the form 'Confirmation of childcare payments' or they will lose their Childcare Grant.
By 21 February 2014	LAs will need to reassess students as appropriate including childcare costs for the summer vacation.
By 4 July 2014 (or 22 August 2014 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' by <b>18 July 2014</b> (or <b>12 September 2014</b> if receiving a Childcare Grant in the long vacation).
By 18 July 2014/ 12 September 2014	Obtain confirmation of childcare costs for term 3 and the summer vacation. Finalise assessments for 2013/14 if a Childcare Grant was received.

## Annex 2

### LETTERS FOR STUDENTS

#### Suggested text for letters

##### CC1

Dear

#### **CHILDCARE 2013/2014**

Thank you for your recent request for further information on the extra support available for student parents who have to pay for childcare.

I am enclosing the publication 'Childcare Grant and Other Support for Student Parents in 2013/2014', together with form CCG1 - 'Application for Help with Childcare Costs 2013/2014' and 3 CCG2 forms - Confirmation of Childcare Payments 2012/2013.

In order for me to determine your entitlement please do the following:-

- 1) Complete section 1 of form CCG1 with estimates of your weekly childcare costs for the period 01/09/2013 to 31/08/2014.

**IT IS IMPORTANT THAT YOU DO NOT OVERESTIMATE AS THIS WILL RESULT IN YOU HAVING TO REPAY SOME OF THE CHILDCARE GRANT PAID TO YOU.**

- 2) Make sure you sign the declaration on page 5 of the form.
- 3) Take the form to your childcare provider and ask them to complete section 2. If you have not arranged a childcare provider at this stage please leave section 2 blank.
- 4) Return the form to this office and, **if you have not already done so**, you should enclose your child(ren)'s birth certificate(s) and a copy of the most recent Child Tax Credit or Working Tax Credit notification which you would have received from HM Revenue and Customs.  
**Failure to send these documents may result in your payments being delayed.**
- 5) Complete and return form CCA. We need this form as it is an ongoing responsibility of the Local Authority to detect and prevent fraud so we may need to contact your childcare provider or HMRC to check your figures.

We will use the estimated figures on form CCG1 to assess your provisional childcare grant entitlement and we will send you a notification of the amounts and dates of the instalments.

Then, 3 times during the academic year, **on the dates specified on page 1 of form CCG2**, you should:-

- 1) Complete sections 1 and 2 of form CCG2.
- 2) Pass the form to your childcare provider who should complete sections 3 and 4 to confirm the amounts which they have actually received from you up to the relevant date.
- 3) If it was not provided on form CCG1, we will also require, on this form, confirmation that you are using a childcare provider who is registered or approved by an accredited organization.
- 4) Return form CCG2 to this office no later than the dates on the front of that form. **Failure to return the form will affect payment of future instalments of your childcare grant.**

If the completed CCG2s show differences between the estimated and actual amounts we will send you a notification of the revised amounts and make adjustments to future instalments.

Finally, you must notify us of any change in your childcare costs for any reason.

Please contact the undersigned if you have any queries.

Yours sincerely

**CC2**

**Please Ask for:**

**Direct Line:**                   **Email:**

**Date:**

Dear

Re: Childcare & Dependents Grants 2013/14 Academic Year

Thank you for submitting form CCG1 to enable us to estimate your childcare grant for the current academic year.

Please find below a breakdown of your *provisional* grants for 2013/2014, including your childcare entitlement based on the details you have submitted to date:-

Childcare Grant*	£
Parents Learning Allowance	- £
H E Grant	£
<b>Total</b>	<b>£</b>

\*as these grants depend on income this is a maximum of 85% of the estimated amount shown on form CCG1

*You will shortly receive an updated schedule of payments confirming the amount of grant for childcare you are to be paid each term.*

As this assessment is based on an estimate it is essential that you provide me with certification of the actual costs incurred each term. You must therefore ask your childcare provider to complete a **form CCG2** three times in the academic year and return them to us no later than the dates shown below.

**September starter dates**

**1 November 2013**

This form should confirm payments made each week between 1 September 2013 and 20 October 2013.

**31 January 2014**

This form should confirm payments made each week between 21 October 2013 and 19 January 2014.

**18 July 2014**

*If this is your final year*

This form should confirm payments made each week between 20 January 2014 and the last day of your summer term

**OR**

**12 September 2014**

*If this is NOT your final year and you are including the costs for the summer vacation*

This form should confirm payments made each week between 20 January 2014 and 31 August 2014.

### **January starter dates**

Applicants must send the separate CCG2 to their LA/SLC by each of the following dates if the course started in January.

**14 March 2014**

This form should confirm payments made each week between 1 January 2014 and 2 March 2014.

**13 June 2014**

This form should confirm payments made each week between 3 March 2014 and 1 June 2014.

**15 January 2015**

This form should confirm payments made each week between 2 June 2014 and 31 December 2014.

Failure to submit a fully completed form CCG2 by the deadlines could lead to the reduction of any outstanding childcare instalments or possibly the loss of childcare provision altogether. We have already sent you 3 CCG2s for this purpose but if you require another please let me know.

I would also be grateful if you could complete and return the enclosed form CCA. We need this form as it is an ongoing responsibility of the Local Authority to detect and prevent fraud so we may need to contact your childcare provider or HMRC to check your figures.

### **IMPORTANT NOTICE - 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 additional dependants' grants such as Parents' Learning Allowance and Adult Dependents' Grant as well as the Special Support Grant or Assembly Learning Grant.

In the first instance we will attempt to reduce your subsequent childcare grant payments by the required amount. If for whatever reason you do not have an entitlement to childcare grant the overpayment will then be offset against any other grant entitlement. If you have already received all your original termly grant payments or if it is not possible to adjust your current annual grant entitlement it might be necessary for the outstanding overpayment to be offset against your following year's grant entitlement. If, however, you have completed your studies and have no further grant entitlement then you will be contacted directly by the Student Loans Company to negotiate a means of repayment.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Principal Student Finance Officer

**CC3**

Dear

**Childcare Grant – 2013/2014 Academic Year**

**RE:**

Miss/Mrs/Mr \_\_\_\_\_, parent of the above child/children is currently a full time higher education student who has applied for a grant in respect of childcare costs.

Student Finance Wales can provide parents with an income assessed grant to cover up to 85% of the total annual cost of childcare and in 2013/2014 the weekly maximum that we can pay to a student is £161.50 for 1 child and £274.55 for 2 or more children. (i.e. 85% of £190.00 and £323.00 respectively).

The grant is paid directly to the student in termly instalments.

In order to ensure that both parent and childcare provider receive the correct amount, the student (*or put name*) has agreed that I can provide you with details of the amount of grant paid to her/him.

You should note that the childcare grant for Miss/Mrs/Ms/Mr \_\_\_\_\_ for the whole of 2013/2014 is £ \_\_\_\_\_ and is based on the estimate of the weekly charges which was supplied previously.

During each term Miss/Mrs/Ms/Mr \_\_\_\_\_ should provide you with a form CCG2 which you need to complete to confirm the actual amounts paid to you for a period specified on the front of that form.

Miss/Mrs/Ms/Mr \_\_\_\_\_ will return the form to this office where we will compare the actual costs to the estimated costs and revise her/his entitlement if necessary.

We will advise you of any revision to their entitlement.

If you have any queries please contact me on the above telephone number or email address.

**CC4**

Dear

**CCG2 FORM CONFIRMATION OF CHILDCARE COSTS**

You have not returned the form CCG2 -'Confirmation of Childcare Payments' which we originally sent to you on **DATE** so I am sending you another copy in case you have mislaid it.

You need to complete section 1 and also section 2 of the form if the weekly childcare costs provided in your application form CCG1 -'Application for Help with Childcare Costs' will, or are likely to, change in the remainder of your academic year.

You should then ask your childcare provider to complete section 3 to show actual childcare payments received from you each week between **INSERT DATES** and also to complete section 4.

If the amounts you actually paid are different to the estimated amounts provided on your original application form your next payment of childcare grant will be adjusted.

You need to return the form CCG2 – ‘Confirmation of Childcare Payments’ to this office.

**Your next childcare grant payment will not be made unless you have returned the completed form by **INSERT DATE**.**

If your form is returned after this date, your next childcare grant payment may be delayed or, if you do not return your form at all, you will lose your childcare grant and any uncertified monies already paid to you for childcare will be recovered.

Yours

CC5

Dear

**Confirmation of Childcare Payments 2013/2014**

You may recall that I wrote to you on \_\_\_\_\_ and \_\_\_\_\_ asking you to contact your childcare provider for them to confirm the actual payments received from you for the period \_\_\_\_\_ to \_\_\_\_\_.

I sent you a form CCG2 'Confirmation of Childcare Payments' for this purpose and you should have asked your childcare provider to complete sections 3 and 4 of the form and then you should have returned it to me by.....

My records show that we have not received a reply to date.

Therefore if you have not returned this form by \_\_\_\_\_ I will have to reassess your entitlement to childcare grant.

**This means that you will not be paid any further grant and any monies already paid to you for childcare will be recovered.**

Please contact me as soon as possible if you have any queries.

Yours

**CC6**

**Please Ask for:**

**Direct Line:**                   **Email:**

**Date:**

Dear

**Re: Childcare Grant 2013/2014**

Thank you for submitting form CCG2 –‘Certificate of Childcare Costs’ for the period **DATE to DATE**.

I have reassessed your entitlement and provide below a breakdown of your revised grant entitlements based on the details contained in that form.

Childcare Grant	£
Parents' Learning Allowance	- £
SSG / Assembly Learning Grant	£
<b>Total</b>	<b>£</b>

Please note that your childcare grant has decreased because your actual costs for the first period were lower than estimated.

A new Financial Notification will follow shortly from Student Finance Wales with details of the revised future payments.

Yours sincerely,

**CC7**

Dear **Childcare Provider**

**HIGHER EDUCATION SUPPORT for -student's name- ACTUAL CHILDCARE PAYMENTS 2013/2014 -**

The above named student has applied and been granted childcare costs in respect of the child/children named below.

Please can you confirm, on the enclosed form that you have received a payment of £ from Mr/Ms/Mrs/Miss for the period from for the following child/children:

«Child\_Name\_1» «DOB\_1»

Kindly return the completed form in the enclosed envelope as soon as possible.

If you have any queries in connection with this matter please contact me on the telephone number or email address above.

**CC8**

Dear

**Childcare Grant – 2013/2014 Academic Year**  
**RE:**

You may recall me writing to you on \_\_\_\_\_ about Miss/Mrs/Ms/Mr \_\_\_\_\_, parent of the above child/children who is receiving a grant in respect of childcare costs.

In that letter I told you the amount that the student would receive towards their childcare costs and this amount was based on estimates supplied at the beginning of the year.

Since then you kindly completed form CCG2 which certified actual costs and the student has returned it to us to enable us to reassess their entitlement.

You should note that the childcare grant for Miss/ Mrs/Ms/Mr \_\_\_\_\_ for the whole of 2013/2014 has been revised to £ \_\_\_\_\_

Please continue to complete the CCG2 forms when requested by the student so that we can ensure that all parties are paid the correct amounts in a timely manner.

Thank you for your co-operation in this matter.

If you have any queries please contact me on the above telephone number or email address.

**CC9**

Dear

**CHILDCARE GRANT ACADEMIC YEAR 2013/2014**

I regret to inform you that, as you have failed to return the first, second, third of the CCG2 forms required to confirm your childcare costs for the period \_\_\_\_\_, I have no alternative other than to cancel to your entitlement for the first, second, third term(s) whole year.

The Student Loan Company will shortly be in touch to arrange for the recovery of any overpayments you may have received.

Yours

**CC10**

Dear,

**Childcare & Dependents Grants – 2013/14 Academic Year**

As you are aware your entitlement to financial support for 2013/2014 was assessed on a provisional basis as it was based on your husband's / wife's / partner's estimated income for the period **DATE** to **DATE**.

We have now received certification of his / her actual income for that period and reassessed your entitlement to supplementary grants as below :-

Childcare Grant	£
Adult Dependents' Grant	£
Parents' Learning Allowance	- £
SSG / Assembly Learning Grant	£
<b>Total</b>	<b>£</b>

This means that there is no change to your entitlement **OR** You have been overpaid **OR** underpaid CCG/ADG/PLA/ALG/SSG.

An official notification will follow shortly from SFW with details of how the overpayment will be recovered **OR** the amount due to you will be paid.

Please contact the undersigned if you have any queries.

**CC11**

Dear

**Re: Application for Childcare 2013/2014**

I refer to your application for a childcare grant and regret to inform you that you are ineligible as you are in receipt of a free place or receive reimbursement for costs of a place for a child under the Early Years Service Scheme.

Yours sincerely,