



studentfinanceengland  
the student finance experts

# Childcare Costs Confirmation Form CCG2

## Your actual weekly childcare costs for academic year 2017/18

### Why do you need to complete this form?

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

### Who should complete this form?

Only complete this form if:

- you've already given us estimated childcare costs and we've asked you to confirm what your childcare provider actually charged; or
- you're applying for Childcare Grant late and we've asked you to send it at the same time as your Childcare Grant Application form (CCG1).

### How to complete this form:

- **You complete the student section which starts on page 3** – this asks for information about you and whether you expect any changes to your typical weekly childcare costs.
- **You need to read, sign and date the declaration on page 8.**
- **Ask your childcare provider(s) to complete the childcare provider section which starts on page 10** – this asks them to confirm information about themselves, your children and how much they have charged you for childcare.



SFE/CCG2/1718/A

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## Confirming your childcare costs

Your childcare providers need to confirm their weekly charges for three date ranges in the academic year. We refer to these date ranges as periods. The exact start and end dates of the periods are determined by your course start date.

The three points in the academic year when you need to confirm your childcare costs are usually:

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

You can also use this form to tell us about any changes to your childcare costs that you expect during the rest of the academic year. If you've received any free hours of childcare, these shouldn't be included in the childcare costs claimed for.

We'll use your confirmed childcare costs and any updated estimates you provide to check if we've paid you the right amount of Childcare Grant and we may adjust your future payments.

## When do you need to return this form?

If you're sending this form to confirm your childcare costs in a period you've already been paid for, return it as soon as possible. If we haven't received this form from you within six weeks of the end date of the period you're confirming your costs for, your Childcare Grant payments will be stopped and you may have to repay any Childcare Grant you've already had.

If you're applying for Childcare Grant late, you should send this form at the same time as your Childcare Grant Application form (CCG1). Please note, if you haven't applied for Childcare Grant within 9 months of your academic year start date, you'll no longer be eligible.

## Where do you need to send your form?

Send your completed form to:

**Student Finance England**  
**PO Box 210**  
**Darlington**  
**DL1 9HJ**

## Personal details

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

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

1.1 Customer Reference Number

1.2 Student's details

First name(s)

Surname

Date of birth

DAY

MONTH

YEAR

## Alternatives to Childcare Grant

1.3 Are you or your partner currently receiving, or do you expect that during the academic year you will receive:

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

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

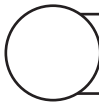
No  Yes - read the note below

No  Yes - read the note below

No  Yes - read the note below



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



# Student section

## Your weekly childcare costs

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

This could be because:

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

**No** – go to 2.0

**Yes**

## Updating your childcare costs

**Tell us how your typical childcare costs will change.**

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

**Are you claiming Childcare Grant for more than two children?**

If so, include another copy of this page and page 5 with your form with the additional children's details. You can either photocopy these pages or download copies from [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

### Child 1

### Child 2

**1.5 Child's details**

First name(s)

Surname

Date of birth

DAY MONTH YEAR  
 /  /

First name(s)

Surname

Date of birth

DAY MONTH YEAR  
 /  /

**1.6 Updated typical weekly costs (estimates)**

**1.7 Date your childcare costs will change**

DAY MONTH YEAR  
 /  /

DAY MONTH YEAR  
 /  /

# Student section

## 1.8 Childcare end date

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

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

At the end of term 3.

On the date given below.

DAY MONTH YEAR  
  /   /

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

At the end of term 3.

On the date given below.

DAY MONTH YEAR  
  /   /

## Specific differences to your childcare costs

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

| Child's name | Reason for difference in estimated weekly costs | From (DAY / MONTH / YEAR) | To (DAY / MONTH / YEAR) | Estimated weekly childcare costs during these dates |
|--------------|---|---------------------------|-------------------------|---|
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |
|              |   |                           |                         | £   |

If you need more space, include another copy of this page with your form.



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

## **Your childcare costs confirmation dates**

Your childcare provider should only confirm their charges for weeks in periods which have ended when you send this form. If they've already confirmed charges for a period, they don't need to confirm those charges again.

See the examples below.

### **Example 1:**

A student who starts their course in September sends this form on 1 December 2017 - during Period 2. The provider should only confirm their charges for dates in Period 1.

### **Example 2:**

A student who starts their course in September has previously confirmed their Period 1 costs. They send this form for Period 2 on 1 February 2018. The provider should only confirm their charges for dates in Period 2.

### **Example 3:**

A student who starts their course in September hasn't confirmed their Period 1 costs yet. They send this form on 1 February 2018. The provider should confirm their charges for dates in Period 1 and Period 2.

**On the next page, tell us which dates your childcare provider will be confirming their charges for with this form.**

**2.0 Which period(s) do you need your childcare provider to confirm their weekly charges for?**

Tick all periods that apply

**Course started between 1 August and 31 August 2017**

- Period 1:** 1 August 2017 to 22 October 2017
- Period 2:** 23 October 2017 to 21 January 2018
- Period 3:** 22 January 2018 to 31 July 2018

**Course started between 1 September and 31 December 2017**

- Period 1:** 1 September 2017 to 22 October 2017
- Period 2:** 23 October 2017 to 21 January 2018
- Period 3:** 22 January 2018 to 31 August 2018

**Course started between 1 January and 31 March 2018**

- Period 1:** 1 January 2018 to 25 February 2018
- Period 2:** 26 February 2018 to 27 May 2018
- Period 3:** 28 May 2018 to 31 December 2018

**Course started between 1 April and 31 June 2018**

- Period 1:** 1 April 2018 to 20 May 2018
- Period 2:** 21 May 2018 to 19 August 2018
- Period 3:** 20 August 2018 to 31 March 2019

**Course started between 1 July and 31 July 2018**

- Period 1:** 1 July 2018 to 19 August 2018
- Period 2:** 20 August 2018 to 18 November 2018
- Period 3:** 19 November 2018 to 30 June 2019



**Please note:**

Your childcare provider should always provide their charges for a full week, from Monday to Sunday, even if start date of the period isn't a Monday or the end date isn't a Sunday.

## Student section

Our Data Protection Statement sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our statement online at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow, G2 7JD or by calling us on **0300 100 0607**.

If you cannot sign this form it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

### Student declaration

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.
- I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment of Childcare Grant.
- I understand that if I do not provide the evidence of my childcare costs within the timescales set, I might lose my entitlement to Childcare Grant. Also if my payments to my childcare provider are different from the estimates I provide, I understand that further payments will increase or decrease accordingly. If no further Childcare Grant payments are due to be paid to me, I may be liable to repay any difference.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from the childcare element of: (i) the Working Tax Credit; (ii), the Universal Credit; (iii) Tax-Free Childcare; and/or (iv) the NHS Childcare Allowance; and I agree to tell SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC reserves the right to share my personal data with Her Majesty's Revenue & Customs ("HMRC") to check whether I am in receipt of childcare support from HMRC.
- I understand that it is my responsibility to ensure that the costs provided by my childcare provider are accurate and apply to the relevant period of time.
- I have not made any changes to any of the information provided by my childcare provider.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

DAY      MONTH      YEAR  
□□ / □□ / □□□□



**Now read the Next steps on page 9.**



### **What do you need to do now?**

Pass this form to your childcare provider(s). They need to read page 10 and complete one of the childcare provider sections.

Tell your childcare provider which dates they need to confirm their weekly charges for. They should only confirm what they charged for weeks in periods which have finished.

Once your childcare providers return the form to you, check that the information they've provided seems accurate. If you think they've made a mistake, you have to contact them to discuss this. They need to correct any mistakes themselves and they must sign the form next to each correction.

### **Are you confirming your costs for more than one period?**

You may have to give your childcare providers more than one copy of the costs confirmation page so they can confirm their charges for all of the periods they provided childcare in. Send any extra copies of this page with the rest of your form.

If they use more than one copy of the costs confirmation page, your providers must sign and date the declarations on both copies.

### **Do you use more than three childcare providers?**

There is space for three providers to confirm their charges on the form. If you use more than three providers, print-out extra copies of the childcare provider section. Make sure you send any extra copies in with your completed form.

# Childcare provider section

## How does the Childcare Grant work?

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

## Why do you need to complete this form?

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

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

## What do you need to tell us?

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

## What dates do you need to confirm your charges for?

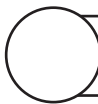
There are three points in the academic year when you need to confirm what you've charged the student for childcare per week. The student should've told you the date range they need you to confirm your charges for when they gave you this form.

Do not confirm your charges for any weeks that are not in the date range the student gave you.

You need to confirm your charges from Monday to Sunday for each week. The first date of the date range the student gives you may be the first of the month. If this date isn't a Monday, put down the date of the Monday before the first of the month.

## Do you need to do anything else?

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



# Childcare provider section



Before completing this section of the form, read the information on page 10.

## Childcare provider details

Name

Address

Phone number

Email address

Names of the children you provide care for:

**Registration Details**

Name of registration/approval authority

Registration/approval number

Date of registration/approval  
 DAY MONTH YEAR  
 /  /

## Confirmation of childcare charges

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

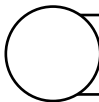
### Do:

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

### Don't:

- ✗ Confirm your charges for any weeks that aren't in the date range the student gave you.
- ✗ Confirm your charges per month, per term or per year.
- ✗ Leave the "Amount charged" box blank for any weeks when you didn't charge anything.
- ✗ Ask the student to correct any mistakes themselves.





## Childcare provider section



**Before completing this section of the form, read the information on page 10.**

### Childcare provider details

|   |  |
|---|--|
| <p>Name</p> <input style="width: 100%; height: 30px;" type="text"/> <p>Address</p> <input style="width: 100%; height: 150px;" type="text"/> <p style="text-align: right;">Postcode</p> <p>Phone number</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Email address</p> <input style="width: 100%; height: 25px;" type="text"/> | <p>Names of the children you provide care for:</p> <input style="width: 100%; height: 120px;" type="text"/> <p><b>Registration Details</b></p> <p>Name of registration/approval authority</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Registration/approval number</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Date of registration/approval</p> <p>DAY      MONTH      YEAR</p> <p><input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> |
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### Confirmation of childcare charges

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

#### Do:

- ✓ Confirm your charges for **all** of the weeks in the date range the student gave you.
- ✓ Confirm your charges **per week** (Monday to Sunday), even if you charge the student on a different basis.
- ✓ Confirm your charges even if you haven't been paid by the student yet.
- ✓ Sign next to your corrections if you make any mistakes.
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- ✓ Remember to read, sign and date the declaration.

#### Don't:

- ✗ Confirm your charges for any weeks that aren't in the date range the student gave you.
- ✗ Confirm your charges per month, per term or per year.
- ✗ Leave the "Amount charged" box blank for any weeks when you didn't charge anything.
- ✗ Ask the student to correct any mistakes themselves.



# Childcare provider section

Childcare provider name

| Week commencing      |                      |                      | Amount charged         |
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| Week commencing      |                      |                      | Amount charged         |
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## Childcare provider declaration

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

|                                    |                      |
|------------------------------------|----------------------|
| Your full name (in BLOCK CAPITALS) |                      |
| <input type="text"/>               |                      |
| Your signature                     | Today's date         |
| <input type="text"/>               | DAY MONTH YEAR       |
| <b>X</b>                           | <input type="text"/> |



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



# Childcare provider section



**Before completing this section of the form, read the information on page 10.**

## Childcare provider details

|  |  |
|--|--|
| <p>Name</p> <input style="width: 90%; height: 30px;" type="text"/><br><p>Address</p> <input style="width: 90%; height: 150px;" type="text"/> <p style="text-align: right;">Postcode</p><br><p>Phone number</p> <input style="width: 90%; height: 25px;" type="text"/><br><p>Email address</p> <input style="width: 90%; height: 25px;" type="text"/> | <p>Names of the children you provide care for:</p> <input style="width: 90%; height: 120px;" type="text"/><br><p><b>Registration Details</b></p> <p>Name of registration/approval authority</p> <input style="width: 90%; height: 25px;" type="text"/><br><p>Registration/approval number</p> <input style="width: 90%; height: 25px;" type="text"/><br><p>Date of registration/approval</p> <p>DAY      MONTH      YEAR</p> <p><input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> |
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## Confirmation of childcare charges

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

**Do:**

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

**Don't:**

- ✗ Confirm your charges for any weeks that aren't in the date range the student gave you.
- ✗ Confirm your charges per month, per term or per year.
- ✗ Leave the "Amount charged" box blank for any weeks when you didn't charge anything.
- ✗ Ask the student to correct any mistakes themselves.

