

# **Childcare Allowance Application – Form CC1** **SEPTEMBER INTAKE STUDENTS**

**For the period 23/08/21 to 19/08/22**

**This form should be completed in conjunction with the notes for guidance as outlined in the booklet Help with Childcare Costs for NHS Bursary students 2019/2020 available on our website at [www.nwsspstudentfinance.wales.nhs.uk](http://www.nwsspstudentfinance.wales.nhs.uk) .**

Please note that if you knowingly withhold information, or provide false information, in order to receive an NHS Wales Childcare Allowance, you will be committing fraud. If at any time the Student Award Services suspects that a claim is fraudulent a referral will be made to the NHS Counter Fraud and Security Management Service (CFSMS); for further investigation. If a person is found to be guilty of fraud following an investigation, they may be liable to prosecution, civil and/or disciplinary proceedings.

If you suspect that someone may be claiming a bursary fraudulently, you can call NHS Protect on freephone 0800 028 40 60 to pass on information anonymously. All calls are treated in confidence and investigated by professionally trained staff.

## **Completing the form**

**PLEASE READ THE WHOLE FORM AND SUPPLY THE CORRECT DOCUMENTS REQUESTED.**

Childcare Allowance cannot be claimed in arrears. In order to be considered for an NHS Wales Childcare Allowance your completed form must be received within 4 weeks of the commencement of registered childcare. Applications received outside of this period will not be backdated.

This form has 2 sections and they must all be completed. Please complete all questions in BLOCK CAPITALS and state NONE if relevant. It is important that you answer all the questions in this application form accurately and that the evidence you provide is correct and complete. If you do not answer all the questions or fail to enclose **photocopies** of the relevant supporting documentation requested your form will be returned to you and this will delay the processing of your application. Student Awards Services will not be responsible for the loss of any original documents sent.

**Your email address will be used as a preferred method of communication – so please ensure you keep this up to date in your BOSS account.**

**If you have more than one childcare provider you need to complete a separate Section 2 for each childcare provider you intend to use and the declaration on page 9 should be completed by each provider and the student declaration on Page 11 must be signed on each form.**

To avoid any delay in assessing your application, please enclose **ALL** proof requested when returning the form. Your childcare provider **MUST** give their registration or reference number on the form. You **MUST NOT** include in your claim for childcare costs, any costs covered by the Free Early Education scheme administered by your Local Authority.

- You must be in receipt of a NHS Wales bursary and have applied for Dependants allowance on the Bursary Online Support System (BOSS) in order to apply for the NHS Wales Childcare Allowance. NHS Wales funded students in receipt of 'fees only' are not eligible to apply. The childcare allowance is means tested and your entitlement will be calculated on your own income and the income of your spouse, civil partner or partner, where applicable.
- You will not be eligible for the Dependants, Parent Learning and Childcare allowances if you or your spouse, civil partner or partner fail to, or choose not to disclose the required information to means test your award.
- You may be reimbursed up to 85% of your actual registered or approved childcare costs, up to a maximum amount per week. The maximum amount is dependent upon whether you are claiming for 1 child, or claiming for 2 or more children. You will find further information with regards to the current rates applicable on our website [www.nwsspstudentfinance.wales.nhs.uk](http://www.nwsspstudentfinance.wales.nhs.uk) the actual amount you receive will depend upon your individual circumstances, and will be reassessed if your actual childcare costs vary against your estimates.
- The childcare allowance may only be used for the purpose it was awarded. You must immediately notify us of any change to your childcare arrangements, the costs you incur or to your personal circumstances.
- The childcare allowance and other allowances are only payable whilst you are in NHS commissioned training. Should your training cease or if you interrupt or withdraw from your course, you will no longer be entitled to any NHS funded support.
- **You cannot receive the NHS Wales Childcare Allowance if you, or your husband, wife or partner are receiving Tax-Free Childcare from HMRC, or the childcare element of either Working Tax Credits or Universal Credit.**
- The childcare allowance will be reconciled regularly upon receipt of Confirmation of Childcare Payment forms (Forms CC2) which are sent periodically throughout the academic year. If you do not return the form then your childcare allowance will be suspended and you will be invoiced for any costs that have not been confirmed.

**Childcare Allowance cannot be claimed in arrears. In order to be considered for an NHS**

**Wales Childcare Allowance your completed form must be received within 4 weeks of the commencement of registered childcare. Applications received outside of this period will not be backdated.**

**It is recommended that you take a copy of your application form for your records.**

Under the new General Data Protection Regulation (GDPR) that came into effect from the 25<sup>th</sup> May 2018, the following link has been included below as it is a requirement to inform and provide you with a description of the fair and lawful uses of the information provided on this form that will include what we will use it for, how it is stored or if it is shared. This is called a “Privacy Notice” or a PN.

Routinely, this will include the use of information which you or your childcare provider has given on this form to process your application.

The Privacy Notice can be found here:

<http://www.nwssp.wales.nhs.uk/sitesplus/documents/1178/NWSSP%20Student%20Awards%20Privacy%20Notice.pdf>

If you require a paper copy or have any queries, please let Student Awards know as soon as possible.

### **Disclaimer**

Students and prospective students should not rely on the current NHS bursary rules and allowances when planning for subsequent academic years as these may be subject to review in the future and as a result may be liable to change.

The Welsh Government and Student Awards Services will accept no responsibility for loss of any type however suffered by students who have relied on current rules and allowances in altering their circumstances (including but not limited to financial circumstances), whether for the current academic year, academic year to begin or indeed for subsequent academic years.

**Section 1: Student's Details**

Your <b>surname</b> (in full)	
Your <b>first names</b> (in full)	Title
Previous names (including maiden name)	
Date of birth ___ / ___ / ___	
Your marital status - Single / Married /living with partner / Divorced / Separated / Widowed <b>(CIRCLE as appropriate). (See guidance Note 1).</b>	
Your full current <b>home</b> address	
Postcode	
E-mail address	
Mobile phone number	
Alternative phone number	
Student reference number <b>SAS</b> ___ ___ ___ ___	
University	

**Working Tax Credit - to be completed by all students (see guidance Note 2)**

Do you, your spouse, civil partner or partner receive or expect to receive Working Tax Credit during the academic year for which you are claiming Childcare Allowance? Yes  No

If 'Yes', do you, your spouse, civil partner or partner receive or expect to receive the childcare element of Working Tax Credit? Yes  No

**If you answer 'Yes' to the second question please do not continue with this application as you will not be entitled to Childcare Allowance from NHS Student Bursaries.**

If you have answered 'Yes' to the first question please provide a **FULL COPY of your most recent Tax Credits notice from HM Revenue and Customs (6-8 pages)** informing you how much Working Tax Credit you will receive. This also needs to show that you are NOT claiming the Childcare Element of Working Tax Credits from HMRC or FULL evidence if claiming Universal Credits.

**Your application will not be assessed until your most recent Tax Credits notice has been provided.**

## Estimated childcare costs - to be completed by the student (See guidance Notes 3 & 4)

Please complete the table below to show the childcare costs you expect to incur in each individual week throughout the academic year for which you are making an application. You must specify how many children you require care for. **It is important that you include any weeks where no childcare costs will be incurred by entering 0.00 against the appropriate week number under 'Estimated weekly childcare costs'.**

Any weeks left blank will be assumed to have no charge.

Name of provider

Name(s) of children

Is the provider a relative to the child/children that care is being provided for? Yes  No

Please don't include any Early Years funding in the costs you enter below. (See guidance Note: 5)

Week	Week Commencing	Estimated costs for 1st child. Name:	Estimated costs for 2nd child. Name:	Estimated costs for 3rd child. Name:	Estimated costs for 4th child. Name:
01	23/08/2021	£	£	£	£
02	30/08/2021	£	£	£	£
03	06/09/2021	£	£	£	£
04	13/09/2021	£	£	£	£
05	20/09/2021	£	£	£	£
06	27/09/2021	£	£	£	£
07	04/10/2021	£	£	£	£
08	11/10/2021	£	£	£	£
09	18/10/2021	£	£	£	£
10	25/10/2021	£	£	£	£
11	01/11/2021	£	£	£	£
12	08/11/2021	£	£	£	£
13	15/11/2021	£	£	£	£
14	22/11/2021	£	£	£	£
15	29/11/2021	£	£	£	£
16	06/12/2021	£	£	£	£
17	13/12/2021	£	£	£	£
18	20/12/2021	£	£	£	£
19	27/12/2021	£	£	£	£
20	03/01/2022	£	£	£	£
21	10/01/2022	£	£	£	£
22	17/01/2022	£	£	£	£

Please continue overleaf with the remaining weeks of the year.

## Estimated childcare charges (cont.) to be completed by student

Any weeks left blank will be assumed to have no charge.

Week	Week Commencing	Estimated costs for 1st child. Name:	Estimated costs for 2nd child. Name:	Estimated costs for 3rd child. Name:	Estimated costs for 4th child. Name:
23	24/01/2022	£	£	£	£
24	31/01/2022	£	£	£	£
25	07/02/2022	£	£	£	£
26	14/02/2022	£	£	£	£
27	21/02/2022	£	£	£	£
28	28/02/2022	£	£	£	£
29	07/03/2022	£	£	£	£
30	14/03/2022	£	£	£	£
31	21/03/2022	£	£	£	£
32	28/03/2022	£	£	£	£
33	04/04/2022	£	£	£	£
34	11/04/2022	£	£	£	£
35	18/04/2022	£	£	£	£
36	25/04/2022	£	£	£	£
37	02/05/2022	£	£	£	£
38	09/05/2022	£	£	£	£
39	16/05/2022	£	£	£	£
40	23/05/2022	£	£	£	£
41	30/05/2022	£	£	£	£
42	06/06/2022	£	£	£	£
43	13/06/2022	£	£	£	£
44	20/06/2022	£	£	£	£
45	27/06/2022	£	£	£	£
46	04/07/2022	£	£	£	£
47	11/07/2022	£	£	£	£
48	18/07/2022	£	£	£	£
49	25/07/2022	£	£	£	£
50	01/08/2022	£	£	£	£
51	08/08/2022	£	£	£	£
52	15/08/2022	£	£	£	£

**Applications need to be submitted as soon as possible as we can only backdate for a maximum of 4 weeks from receipt of the application Form CC1.**



**Section 2: Verification of childcare costs - all childcare providers must complete all of this section and sign the declaration on the next page.**

Are the childcare costs provided on pages 6 and 7 correct? Yes  No

If 'NO' please do not sign this form. Please ask the student to complete another form with the correct costs that you are happy to sign.

Are you related to the child/children that care is being provided for? Yes  No

If yes – state the relationship to the child/children

Your name

Organisation name

Your address or address of organisation   
  
  
  
 Postcode

Email address

Telephone number

Mobile number

CIW/Ofsted registration number or equivalent

Date of registration  /  /

Registration lasts from  /  /  to  /  /

I am registered with

Name(s) of children	Date of birth(s)

**Please sign the childcare provider declaration on the next page.**

**Childcare provider declaration - to be signed by the childcare provider.**

Please ensure that before you sign this declaration you have checked that the charges declared on the estimated costs table in section 1, Pages 6/7 are as accurate as possible and you have completed section 2 of the form.

I declare that the information I have given on this form and in any supporting documents is complete and accurate.

I declare that I am registered with the Care Inspectorate Wales (CIW) or Office for Standards in Education (OFSTED) as a childminder or provider of day care within the meaning of the Children Act 1989 (b) or approved by an accredited organization for children 8 and over under the Tax Credit (New Category of Childcare Provider) Regulations 1999 (a).

I confirm that I have agreed to provide childcare for the child/children named in section 2 of this form at the cost(s) that are quoted. I agree to provide Student Awards Services with documentary evidence upon request to confirm that the person named at section 1 of this form has met the costs for childcare in respect of the child/children named at section 2 of this form.

The costs do not include payments received for any period(s) where the child/children are entitled to free early year education.

I understand and accept that if I provide false or misleading information, I may be liable to prosecution and/or civil proceedings.

I consent to Student Award Services contacting me for the purposes of verification of information provided on this form.

I understand that the administration of NHS Student Bursaries and responsibility for counter fraud and security management in the NHS are both responsibilities of the NHS Wales Shared Services Partnership.

I understand that Student Awards Services may share the information on this form with the NHS Counter Fraud and Security Management Service for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

**Name**

**Signature**

**Date**

## Student declaration

I declare that:

- (a) I have read the Notes for Guidance supplied with this application form and fully understand their content.
- (b) The information given by me in this application form and in the supporting documentation provided is, to the best of my knowledge and belief, complete and accurate.
- (c) I understand if I fail to comply with a request for information, or provide information which I know to be false, the payment of childcare allowance may be terminated or withheld, and I may be liable to disciplinary action, criminal prosecution and/or civil recovery proceedings.
- (d) I declare that the childcare costs I have claimed for are not covered by the Early Years Education Scheme.
- (e) I declare that neither; I nor my spouse/civil partner/partner receive the childcare element of Working Tax credit, or Tax-Free childcare from HM Revenue and Customs.
- (f) I will inform Student Awards Services immediately of any change in circumstances that might affect my entitlement to financial support or the Student Awards Services records relating to me, including but not limited to:
- withdrawing, suspending, deferring or interrupting the course temporarily or permanently for any reason, regardless of whether I intend to return;
  - changing my study pattern from full-time to part-time, or vice versa;
  - taking a year or term out from study;
  - change of address;
  - gaining support for childcare costs from a publicly funded body or employer;
  - change to my registered or approved childcare provider.
- (g) I accept that the Student Awards Services will immediately terminate or suspend my funding if;
- I withdraw, suspend, defer or interrupt the course temporarily or permanently for any reason, regardless of whether I intend to return;
  - I take a year or term out from study;
  - I gain support for childcare costs from a publicly funded body or an employer;
  - I use a childcare provider that is not registered with CIW, OFSTED or approved by an accredited organisation;
  - the Student Awards Services determines at its absolute discretion that it is reasonable for it to do so; or
  - the Student Awards Services at its absolute discretion determines that I am no longer entitled to financial support.
- (h) I will pay back, upon demand, any excess payments, fees and any other charges, in the event of the following circumstances:
- withdrawing, suspending, deferring or interrupting the course temporarily or permanently for any reason, regardless of whether I intend to return;
  - taking a year or term out from study;
  - being overpaid because I have failed to inform the s Student Awards Services of a change in my circumstances;
  - being overpaid as I failed to provide evidence of my actual childcare costs within the timescales set;
  - an administrative error by the Student Awards Services or University;
  - where the Student Awards Services at its absolute discretion determines I have been given financial support to which I am not entitled; or
  - I gain support for childcare costs from a publicly funded body or my employer.
- (i) I consent to the disclosure of information on this form for the purpose of verification and in compliance with current Data Protection Legislation, to and from organisations including but not limited to:
- Registered/Approved childcare provider's
  - Higher Education Institutions;
  - Local Authorities throughout the United Kingdom;
  - Organisations from which I am receiving benefits, bursaries, grants, or support; and
  - Any other persons or organisations the Student Awards Services deems necessary.
- (j) I understand that the administration of Student Awards Services is the responsibility of the NHS Wales Shared Services Partnership (NWSSP). I understand that NWSSP may share the information on this form with the NHS Counter Fraud and Security Management Service for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.
- (k) I understand that I should not rely on the current NHS bursary rules and allowance when planning for subsequent academic years as the rules may be subject to review at any time and may be liable to change.

**Print Name Date**

**Students Signature**

Date

## Student Checklist – Form CC1

**Before you complete the declaration under Section 1 of this form and return it to the Student Awards Services, please tick that you have:-**

- Read the guidance on our website at [www.nwsspstudentfinance.wales.nhs.uk](http://www.nwsspstudentfinance.wales.nhs.uk) ;
- Fully answered all questions within Section 1 of this form;
- Arranged for your childcare provider(s) to complete Section 2 and the declaration of this form;
- Signed and dated the student declaration.

**Please tick to indicate which photocopied documents you have enclosed, (if applicable) to support this application:-**

- Latest statement **received from Local Council** which confirms your property is exempt From making Council Tax payments (for single, divorced, separated or widowed students only);
- Your Parents latest Council Tax statement that confirms your address of application (for students that reside with their parents only);
- Your childcare provider(s) registration document(s);
- Your latest Tax Credits Award Notice (6-8 pages) received from HMR&C.

**Childcare Allowance cannot be claimed in arrears. In order to be considered for an NHS Wales Childcare Allowance your completed form must be received within 4 weeks of the commencement of registered childcare. Applications received outside of this period will not will not be backdated.**

**Please return to the Pontypool address along with a cover sheet** which you obtain from your online BOSS account. **If you do not send the cover sheet we will not be able to process the form.**

**DST-NWSSP  
Cwmbran House  
Mamhilad Park Estate  
Pontypool  
NP4 0XS**

**Please ensure that you have your envelope weighed at a post office, write your name and address on the back of the envelope to avoid your mail going astray and ensure that you affix correct postage before posting. Student Awards Services will not be responsible for the loss of any original documents. Please note that childcare allowance cannot be claimed in arrears. If at the time of completing your form you are unable to provide one or more of the documents listed above you should confirm this in writing and not withhold your form.**

**Notes:**

**Notes:**