

NHS Student Bursaries - Childcare Allowance application form

Please read the following information carefully before completing the rest of this form:

The application form cannot be assessed unless you have completed an application through your Bursary Online Support System (BOSS) account for Dependants Allowance.

Any applications for Childcare Allowance must be received within nine months after the date your childcare costs for that academic year commenced.

All information held by NHS Student Bursaries is treated confidentially.

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.

You cannot claim for any childcare costs which are covered by funding from the Free Early Education Scheme.

Your name	Your reference number	SBA							
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As we reconcile your childcare costs regularly every year, if you are submitting this form after one or more full reconciliation periods have ended (see *Childcare reconciliation form* for when these are), you also need to complete a *Childcare reconciliation form* for the weeks during that reconciliation period/s which you have already paid for childcare. You must post us the *Childcare reconciliation form*, and receipts to support the costs you have indicated on it, along with this application and your student coversheet.

Please send this completed form along with any supporting evidence to:

NHS Student Bursaries, Ridgway House, Northgate Close, Middlebrook, Horwich, Bolton, BL6 6PQ

When sending your completed form to us, please ensure:

- You include a copy of your student coversheet which can be printed from the 'Documents' section of your BOSS account.
- You only send original documents as supporting evidence. We cannot accept photocopies of documents.
- You take a copy of everything you are sending us to keep for your own records.
- You send everything to us by Special Delivery post so you can track receipt of your documents. We cannot take responsibility for anything that is lost in the post.
- If you are sending us supporting evidence then you must include a self-addressed envelope for us to return your documents to you in, with Special Delivery paid on it, so you can track your documents once they leave us. If you are only posting the *Childcare Allowance application form* (and receipts if your claim is to be backdated) to us then you do not need to include an envelope as we do not return the form or childcare receipts back to you.

This application is for childcare costs you will incur in the academic year for which you are applying.

To inform us of a change in your childcare costs or childcare provider, please firstly use the 'change of circumstances' option in BOSS, then complete this *Childcare Allowance application form*. If the change is a new provider, please also ask your old provider to complete a *Childcare reconciliation form* and return that to us with your student coversheet.

The Childcare Allowance is means tested and your entitlement will be calculated on your own income and the income of your spouse/civil partner/partner where applicable.

This allowance will be reconciled regularly, so please ensure that you obtain your receipts from your childcare provider as these will be requested by us. If you do not send us your childcare receipts, a completed and signed *Childcare reconciliation form* and a student coversheet by the deadline we give you, your Childcare Allowance payments will be suspended.

For further information regarding the Childcare Allowance please read the *Help with childcare costs for NHS Bursary students* [booklet](#).

Completing the form

This form has 4 sections and they must all be completed. **If you have more than one childcare provider you need to complete a separate section 3 for each childcare provider you intend to use and the student declaration must be signed on each form on the last page.**

The childcare provider(s) must complete section 4 and sign the childcare provider declaration on page 7.

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.

1. Personal details - please complete the form in CAPITALS using black ink.

Surname
First name
Other names
Previous names (including maiden name)
Date of birth

Current address
Town/city
Postcode

Mobile phone number
Alternative phone number
Email

Title Mr Mrs Miss Ms
 Other e.g. Dr, Rev

2. Working Tax Credit - to be completed by all students

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 your most recent letter from HM Revenue and Customs informing you how much Working Tax Credit you will receive.

Your application will not be assessed until the letter has been provided.

3. Estimated childcare costs - to be completed by the student

Please don't include any Early Years funding in the costs you enter below.

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. Week 1 relates to the first week you will be in attendance on your course. **It is important that you include any weeks where no childcare costs will be incurred by inserting the dates against the appropriate week number and entering 0.00 under 'Total charges made'.**

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

If this application includes childcare costs you have already paid out, please ensure you attach the receipts to prove this.

Name of provider

Name(s) of children

Week	Week commencing (Monday)	Number of children	Total charges made	
			£	p
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Please continue on the next page with the remaining weeks of the year.

3. Estimated childcare costs (continued) - to be completed by the student

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

Week	Week commencing (Monday)	Number of children	Total charges made	
			£	p
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
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49				
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51				
52				

4. Verification of childcare costs - all childcare providers must complete all of this section and sign the declaration on the next page.

Are the children you are providing childcare for related to you **(the childcare provider)** in any way? Yes No

If YES please state your relationship to the child(ren).

Your name

Organisation name

Your address or address of organisation

 Postcode

Email address

Telephone number

Mobile number

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 3 are as accurate as possible and you have completed section 4 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, where required, I am registered with Ofsted (or it's equivalent if based outside England) as a childminder or provider, for the child(ren) named at section 4 of this form, of day or out-of-hours school care within the meaning of the Childcare Act 2006, or I can confirm that the childcare detailed on this form is provided directly by a school for a child or children age 3 or over; or it is provided by a Local Authority; or it is provided by an agency registered under the Domiciliary Care Agencies Regulations 2002 providing childcare in the child(ren)s own home; or I am an approved foster carer providing childcare for a child or children to whom I do not normally foster.

I confirm that I have agreed to provide childcare for the child(ren) named in section 4 of this form at the cost(s) that are quoted. I agree to provide NHS Student Bursaries 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(ren) named at section 4 of this form.

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 NHS Student Bursaries 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 Business Services Authority.

I understand that NHS Student Bursaries may share the information on this form with NHS Counter Fraud Authority 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 I have read and understood the *Help with childcare costs for NHS Bursary students* [booklet](#).

I declare that the childcare costs I have claimed for are not covered by the Free Early Education scheme.

I declare that neither I, nor my spouse/civil partner/partner receives the childcare element of Working Tax credit from HM Revenue and Customs.

I will inform NHS Student Bursaries immediately of any change in circumstances that might affect my entitlement to financial support or NHS Student Bursaries 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
- changing the account I want my payments made to
- changing address
- gaining support for childcare costs from a publicly funded body or an employer.

I accept that NHS Student Bursaries 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
- NHS Student Bursaries determines as its absolute discretion that it is reasonable for it to do so
- I gain support for childcare costs from a publicly funded body or an employer
- I use a childcare provider that is not registered with Ofsted, where this is a requirement, or accredited by an approved organisation
- NHS Student Bursaries in its absolute discretion determines that I am no longer entitled to financial support.

I will pay back to NHS Student Bursaries, within 30 days of receiving notification, any excess payment, fees and any other charges, in the event of the following circumstances:

- changing my study pattern from full-time to part-time
- 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 NHS Student Bursaries of a change in my circumstances
- an NHS Student Bursaries administrative error
- where NHS Student Bursaries at its absolute discretion determines I have been given financial support to which I am not entitled
- I gain support for childcare costs from a publicly funded body or my employer.

Should I fail to make full repayment of any amount due or agree an acceptable repayment plan with NHS Student Bursaries, the debt may be passed to a debt collection agency. I agree that I will be charged for any additional recovery costs at the rate of 7% which will be added to the balance outstanding on referral.

I declare that the information given on this form and in any receipts and supporting documents provided is complete and accurate. I understand and accept that if I provide false or misleading information, financial support may be refused or withdrawn and I may be liable to prosecution and/or civil proceedings.

I consent to NHS Student Bursaries contacting the childcare provider(s) detailed in section 4 of this form 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 Business Services Authority.

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

(Signed by the student)

Signature

Print name

Date

Data protection privacy notice

The NHS Business Services Authority (NHSBSA) is responsible for this service.

Why we process your information

We will use the information you provide to:

- process your application for payment,
- detect and prevent fraud and mistakes and
- analyse general trends and correlations to support more effective planning of NHS services.

By law we must process this information on behalf of the NHS.

Your information will not be transferred outside the [European Economic Area](#).

Sharing your personal information

To prevent, detect and investigate fraud and errors, we may share your information to check the records of:

- Higher Education Institutions
- HM Revenue and Customs
- The Home Office
- Student Loans Company
- Bodies performing functions on behalf of the above organisations

Information may be shared with the Department of Health and Social Care for the purposes of investigating and prosecution of fraud, or any other unlawful activity affecting the NHS.

Information may be shared with the Cabinet Office in relation to the National Fraud Initiative, which matches electronic data within and between public and private sector bodies to prevent and detect fraud.

Anonymised information relating to your equality and diversity may also be shared with the Department of Health and Social Care to monitor the compliance with Equality law.

Keeping your personal information

Your personal data will be deleted from our systems and files no later than seven years after your final payment has been completed.

Your rights

The information you provided will be managed as required by Data Protection law including the General Data Protection Regulations (GDPR).

You have the right to:

- receive a copy of the information the NHSBSA hold about you
- request your information be changed if you believe it was not correct at the time you provided it

From the 25 May 2018 you have the right to:

- request that your information be deleted if you believe the NHSBSA are keeping it for longer than necessary

Find out more about [your rights and how we process information](#).