

Social Work Bursary: Childcare Allowance application for postgraduate students

Application completion notes

Introduction

Childcare Allowance is paid to students to help cover the costs of childcare whilst they are studying. You are eligible to apply for Childcare Allowance if you meet BOTH of the following:

- you are in receipt of a postgraduate Social Work Bursary
- you have dependent children who are attending an Ofsted registered childcare provider or its equivalent (where required)

Completing the application

This form has 6 sections and they must all be completed.

If you have more than one childcare provider you need to submit a separate part 3, 4 and 5 for each childcare provider you intend to use and the student declaration must be signed on each form. If you are applying for more than one child, please complete a separate form for each child.

The childcare provider/s must complete part 4 and sign the childcare provider declaration at part 5.

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.

If you are informing us of a change to a previously submitted *Childcare Allowance application form*, please enclose a covering letter to explain the change.

Please check through the form to ensure all sections are completed and then read the declaration carefully before signing it.

Once completed, please send the form to:

Social Work Bursaries
PO Box 141
Hesketh House
200-220 Broadway
Fleetwood
FY7 9AS

Should you have any queries in relation to this form please contact us on 0300 330 1342.

We can only accept the original *Childcare Allowance application form(s)*. We are unable to accept photocopies or Childcare Allowance applications submitted by email or fax.

Social Work Bursary: Childcare Allowance application for postgraduate students

1. Your details

Bursary reference number

(Your bursary reference number begins with a '2' or '3'. Please leave blank if unknown.)

The names you use here need to match the names you give to your university/college when you register.

Title Mr Mrs Ms Miss Other

Surname or family name

First name

Other names

Previous names

Date of birth

Address

Mobile phone number

Alternative phone number

Email

Does your partner receive Childcare Allowance from Social Work Bursaries, or any other funding body?

No Go to part 2

Yes We may need to contact you about this

Does this replace any previous applications or is it additional to a current claim?

No, new application

Yes Replacing previous claim or Additional claim

Are you applying for more than one childcare provider?

Yes (Please complete sections 3,4 and 5 for each provider)

No

Are you applying for more than one child?

Yes (Please complete a new form for each child)

No

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 Social Work 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 in academic year 2017/18

To be completed by the student.

3a. Please ensure a separate form is completed by each childcare provider.

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

It is important that you include any weeks where no childcare costs will be incurred by 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	<input type="text"/>
Name of children	<input type="text"/>

Week commencing	No. of children	Total charges made		Official use only
		£	p	
28/08/2017				
04/09/2017				
11/09/2017				
18/09/2017				
25/09/2017				
02/10/2017				
09/10/2017				
16/10/2017				
23/10/2017				
30/10/2017				
06/11/2017				
13/11/2017				
20/11/2017				
27/11/2017				
04/12/2017				
11/12/2017				
18/12/2017				

Continue over page

Week commencing	No. of children	Total charges made		Official use only
		£	p	
25/12/2017				
01/01/2018				
08/01/2018				
15/01/2018				
22/01/2018				
29/01/2018				
05/02/2018				
12/02/2018				
19/02/2018				
26/02/2018				
05/03/2018				
12/03/2018				
19/03/2018				
26/03/2018				
02/04/2018				
09/04/2018				
16/04/2018				
23/04/2018				
30/04/2018				
07/05/2018				
14/05/2018				
21/05/2018				
28/05/2018				
04/06/2018				
11/06/2018				
18/06/2018				
25/06/2018				
02/07/2018				
09/07/2018				
16/07/2018				
23/07/2018				
30/07/2018				
06/08/2018				
13/08/2018				
20/08/2018				

Week commencing	No. of children	Total charges made		Official use only
		£	p	
Only complete the section below if your course starts in January				
27/08/2018				
03/09/2018				
10/09/2018				
17/09/2018				
24/09/2018				
01/10/2018				
08/10/2018				
15/10/2018				
22/10/2018				
29/10/2018				
05/11/2018				
12/11/2018				
19/11/2018				
26/11/2018				
03/12/2018				
10/12/2018				
17/12/2018				
24/12/2018				

4. Verification of childcare costs

All childcare providers must complete all of this section and sign the declaration on the next page.

- 4a. If you have more than one childcare provider you need to submit a separate part 3, 4 and 5 for each childcare provider you intend to use and the student declaration must be signed on each form. If you are applying for more than one child, please complete a separate form for each child.
The childcare provider/s must complete part 4 and sign the childcare provider declaration at part 5.

Name of provider

Name of children

Are the children you are providing childcare for related to you **(the childcare provider)** in any way?

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

No

Your name

Organisation name

Your address or address of organisation

Mobile phone number

Phone number

Email

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.

5. Childcare provider declaration

5a. Please ensure this form is signed by individual childcare providers. If more than one provider is used please ask each to complete a new form.

Name of provider

Name of children

All childcare providers must complete this declaration.

Before you sign this declaration, please ensure that you have checked that the charges declared in the estimated costs table in part 3 are as accurate as possible.

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

I declare that I am registered with Ofsted (or its equivalent if based outside England) as a childminder or childcare provider for the child(ren) named at part 3 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 I do not normally foster.

I confirm that I have agreed to provide childcare for the child(ren) named at part 3 of this form at the cost(s) that are quoted. I agree to provide the NHS Business Services Authority (NHSBSA) with documentary evidence upon request to confirm that the person named at part 1 of this form has met the costs for childcare in respect of the child(ren) named at part 3 of this form.

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

I consent to the NHSBSA contacting the person named at part 1 of this form for the purposes of verification of information provided on this form.

I understand that the administration of the Social Work Bursary and responsibility for counter fraud and security management are both the responsibilities of the NHSBSA. I understand that the NHSBSA may share the information on this form with NHS Protect for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity.

Full name

Signature

Date

6. Student declaration

I declare that I have read and understood the application instructions in full.

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 Social Work Bursaries immediately of any change in circumstances that might affect my entitlement to financial support or Social Work 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 Social Work 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
- Social Work 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
- Social Work Bursaries in its absolute discretion determines that I am no longer entitled to financial support.

I will pay back to Social Work 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 Social Work Bursaries of a change in my circumstances
- a Social Work Bursaries administrative error
- where Social Work 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 Social Work 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 Social Work 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 Social Work Bursaries and responsibility for counter fraud and security management for Social Work Bursaries are both responsibilities of the NHS Business Services Authority.

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

Full name

Signature

Date

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

www.nhsbsa.nhs.uk/our-policies/privacy.