

**NHSBSA Student Services**

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Fleetwood  
FY7 9AS

Tel: 0300 330 1342

Email: [nhsbsa.swbteam@nhs.net](mailto:nhsbsa.swbteam@nhs.net)

Website: [www.nhsbsa.nhs.uk/social-work-students](http://www.nhsbsa.nhs.uk/social-work-students)

Dear student,

**Social Work Bursary – Confirmation of childcare costs  
Term 2: 26 December 2022 to 7 May 2023**

In order to ensure you are receiving the correct amount of Childcare Allowance, we need to know your actual costs for the above period.

You must complete Part 1 of the enclosed form and ask your childcare provider to confirm the weekly costs charged to you by completing parts 2 and 3. **Do not include any costs covered by Free Early Education** (where applicable).

If you have used more than one childcare provider during this period, separate forms should be completed **by each provider**.

We will not be able to release your next term's Childcare Allowance payment until we have received confirmation of this term's costs, so you should email your completed forms to [nhsbsa.SWBCCR@nhs.net](mailto:nhsbsa.SWBCCR@nhs.net) as soon as possible.

If you have any queries regarding this request, you can contact us using the details shown above.

Yours sincerely

NHSBSA Student Services

**Part 1**

Student name:

Personal reference number:

Preferred contact number\*:

Email address\*:

\*In case of query

I declare that the information I have given on this form is a complete and accurate record of the childcare costs I have incurred for this period. I understand and accept that if I provide false or misleading information the Childcare Allowance I receive may be withdrawn.

I consent to NHSBSA Student Services contacting the childcare provider detailed on this form to verify the information provided.

I understand that I must retain all of my childcare receipts as these may be requested by NHSBSA Student Services at any point during my academic year for random sample checking. I understand and accept that if I do not provide these when asked, all of the Childcare Allowance paid to me for that period will be raised as an overpayment and I will have to repay it to NHSBSA Student Services.

I understand that:

the administration of Social Work Bursary and the responsibility for counter fraud and security management in the NHS are both responsibilities of the NHS Business Services Authority.

NHSBSA Student Services may share the information on this form with the NHSBSA Loss and Fraud Prevention Team (LFP), Department of Health and Social Care (DHSC) and NHS Counter Fraud Authority (NHSCFA) for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

Signature

Print name

Date

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## Part 2 - Confirmation of childcare costs

To be completed by the provider

Name(s) of the child or children being cared for													
Date from	Date to	Amount charged							Number of children	Official use only			
26/12/2022	01/01/2023	£						.					
02/01/2023	08/01/2023	£						.					
09/01/2023	15/01/2023	£						.					
16/01/2023	22/01/2023	£						.					
23/01/2023	29/01/2023	£						.					
30/01/2023	05/02/2023	£						.					
06/02/2023	12/02/2023	£						.					
13/02/2023	19/02/2023	£						.					
20/02/2023	26/02/2023	£						.					
27/02/2023	05/03/2023	£						.					
06/03/2023	12/03/2023	£						.					
13/03/2023	19/03/2023	£						.					
20/03/2023	26/03/2023	£						.					
27/03/2023	02/04/2023	£						.					
03/04/2023	09/04/2023	£						.					
10/04/2023	17/04/2023	£						.					
18/04/2023	24/04/2023	£						.					
25/04/2023	30/04/2023	£						.					
01/05/2023	07/05/2023	£						.					
<b>Total paid for this period:</b>		£						.					

