



CCG1

Application for help with childcare
costs **2025/26**

Steps to getting a Childcare Grant (CCG) if you have dependent children in registered or approved childcare.

Step 1

You need to complete and return an application form (CCG1) for help with childcare costs.

Step 1

You **must** use a registered or approved childcare provider. You can find out more about this at www.studentfinanceni.co.uk

If you haven't found a childcare provider yet, complete and return the form leaving section 3 blank. We'll ask you to give us the childcare provider's details at a later date.

You can't receive Childcare Grant at the same time as Tax-Free Childcare from HM Revenue & Customs (HMRC) or the childcare element of Working Tax Credit or Universal Credit. Only complete this form if you are receiving no other childcare support. You can get information on all aspects of Working Tax Credit, Universal Credit and Tax-Free Childcare online at www.gov.uk

You can't get Childcare Grant if your partner is receiving Childcare Allowance from the NHS as part of their student finance.

Step 2

We will assess your application to determine if you qualify for a Childcare Grant.

Step 2

Your application will be income assessed, based on the details you provided. Your **estimated** costs will be used to work out your Childcare Grant payments until you provide your actual costs. It's important to estimate your costs as accurately as you can. This will help prevent unexpected changes to your future payments. You should **not** claim a Childcare Grant for any free place from the Department of Education for three and four year olds.

Step 3

You will receive a letter advising of any Childcare Grant awarded.

Step 3

Once we have assessed your estimates and your eligibility we will send you a letter confirming how much Childcare Grant you are entitled to. This letter also details any other student finance you may be entitled to.

Step 4

We will pay the 1st instalment of your grant direct to you.

Step 4

Your first instalment of Childcare Grant will be paid into your bank or building society account. This may be on the same day as any other student finance payments, provided you have submitted all relevant information on time.

Step 5

You need to complete and return the first of the 'Confirmation of Childcare payments' forms, (CCG2).

Step 5

At the end of your 1st period we will send you a Confirmation of Childcare payments form (CCG2) to complete. This will let you and your childcare provider confirm what your **actual** costs were for the 1st period against what you estimated.

Step 6

We will reassess, if necessary, your Childcare Grant entitlement.

Step 6

Based on your **actual** costs we will reassess your entitlement and, if you have been overpaid or underpaid, will adjust your entitlement accordingly.

Step 7

Steps 5 and 6 are repeated in the 2nd and 3rd periods.

Step 7

At the end of both periods 2 and 3 we will ask you to complete a Confirmation of Childcare payments form (CCG2) again as you did in period 1. This will help us ensure you have been paid the correct amount of Childcare Grant.



It is an offence to knowingly provide false information on this form.

Instructions

- **Sections 1 and 2** must be completed by **you**.
- **Section 3** must be completed by **your childcare provider(s)**.
- **Answer all the questions.** If you leave any questions blank we will not be able to process this application. If a question does not apply to you, please enter 'None' or 'N/A' as the answer.
- If you want to provide further information for any section, please attach a blank piece of paper to the back of this form.
- You must send your 2025-26 Child Tax Credit Award Notice (TC602) or your most recent Universal Credit Award Notice with this form.

Section 1 - student's details

Customer Reference Number

Forename(s)

Surname

Date of birth Day Month Year

Your full current home address (not your university or college address)

Postcode

Section 2 - student's childcare details

a

Childcare details

Please provide details of children who will be receiving registered or approved childcare during your academic year. You should only include childcare provided from the first day of your 2025/26 academic year. We may share your details with HMRC to make sure you're not in receipt of any childcare support from them.

Child's full name	Date of birth	Date childcare started in academic year 2025/26
Child 1	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Child 2	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Child 3	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Child 4	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Child 5	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Section 2 - student's childcare details

Continued

- b** You may get a free place for a child aged three or four from the Department of Education. Your application for Childcare Grant must not include costs for these places.
- Will any child mentioned in question 2a receive a free place from the Department of Education for three and four year olds **during** the academic year 2025/26? Yes No
- If 'Yes', please give the name and address of the provider(s) below.

Postcode	

c Childcare estimates

Tell us each child's name and how much your weekly childcare costs will be for the full academic year, including holidays.

The earliest we can pay for your childcare costs is the start of your academic year. If you want to claim for the period between the first day of your academic year and the start of term 1 please complete weekly costs 'Before term 1'.

Weekly costs					
Name of child	Child 1	Child 2	Child 3	Child 4	Child 5
Before term 1	£	£	£	£	£
Term 1	£	£	£	£	£
Holiday 1	£	£	£	£	£
Term 2	£	£	£	£	£
Holiday 2	£	£	£	£	£
Term 3	£	£	£	£	£
If you are in the final year of your course, we can only pay the Childcare Grant up until the last day of your final term.					
After term 3	£	£	£	£	£

It is recommended that you take a note of the estimates provided as this information may be helpful when you complete your actual costs later in the year on the form CCG2.

Section 2 - student's childcare details

Continued

d

Exceptions to childcare estimates

If you do not pay for childcare for a whole term or holiday period, or if your childcare costs are different in any week to those you have given in question 2c, please provide details below.

Name of child	Weeks in which you do not pay childcare or in which you pay different amounts							Total weekly childcare costs (£)	
	From	Day	Month	Year	To	Day	Month	Year	

Student Declaration

To find out how we'll use the information you provide go to www.studentfinanceni.co.uk/privacy-notice to read our Privacy Notice before signing this form. Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 10 Clyde Place, Glasgow, G5 8DF or by calling our Customer Support Office on 0300 100 0077.

- I confirm where I have provided any personal information in relation to a third party, I have informed them of this.
- 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 be refused financial support, and any support I have had may be withdrawn and I could be prosecuted.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from:
 - (i) the childcare element of Working Tax Credit;
 - (ii) the childcare element of Universal Credit;
 - (iii) Tax-free Childcare; or
 - (iv) a healthcare bursary or Scottish Healthcare Allowance;and I agree to tell the Education Authority and SLC immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support. I understand that SLC may share my personal data with HMRC to check whether I get childcare support.
- I understand that all cases of actual or suspected fraud will be vigorously and promptly investigated and will be notified to the Police Service of Northern Ireland.

Your full name (in BLOCK CAPITALS)

Your signature

 Date Day Month Year 

Important information

Your childcare provider(s) completes section 3 of this form. You must ensure that each childcare provider is approved or registered as described in our online guidance. This can be found at www.studentfinanceni.co.uk

You cannot receive a Childcare Grant if you or your husband, wife or partner are receiving the childcare element of Working Tax Credit or Universal Credit.

You cannot receive a Childcare Grant if you or your husband, wife or partner is receiving a healthcare bursary or Scottish Healthcare Allowance as part of a student finance package.

You cannot receive a Childcare Grant if you or your husband, wife or partner are receiving Tax-Free Childcare from HMRC.

You cannot receive a Childcare Grant if the childcare is provided by your partner or a relative in the child's home.

You need to send us all the evidence we need, including copies of your child's/children's original long birth certificate(s), and any evidence that you have care of the child/children, for example, Child Tax Credit Award Notice (TC602) or your Universal Credit Award Notice.

We may share the childcare provider details you provide with the relevant registration/approval authority to confirm their registration/approval. If we become aware of fraudulent activity we will share the provider details you've given us with Cifas. You need to tell your childcare provider that you've given us their details.

Section 3 - to be completed by childcare provider (1)

We may share the details you provide with the relevant registration/approval authority to confirm your registration/approval. If we become aware of fraudulent activity we will share the provider details you give us with Cifas.

Childcare provider details

Name of childcare provider

Address

Postcode

Phone number

Email address

Childcare provider registration/approval details

Please tick the appropriate box and provide the details requested.

Registered childcare provider in Northern Ireland

I am registered with a Health and Social Care Trust as a childminder or provider of daycare.

Registration number (if applicable)

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of registration

Please sign the childcare provider declaration on the next page.

Approved or registered childcare provider in England, Scotland or Wales

Registration number

Date of approval or registration.

This lasts from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

To	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name and address of the organisation which granted approval or that you are registered with.

Postcode

Phone number

Please sign the childcare provider declaration on the next page.

Section 3 - to be completed by childcare provider (1)

Continued

Childcare provider declaration

- I agree to provide childcare as shown in section 2 of this form and that this childcare has been approved by or registered with the organisation that I have indicated.
- I confirm that I am not the partner of this student or a relative of this student's child.
- I understand that all cases of actual or suspected fraud will be vigorously and promptly investigated and will be notified to the Police Service of Northern Ireland.

Your full name (in
BLOCK CAPITALS)

Your signature

X

Date

Day

Month

Year



It is an offence to knowingly provide false information on this form.

Section 3 - to be completed by childcare provider (2)

We may share the details you provide with the relevant registration/approval authority to confirm your registration/approval. If we become aware of fraudulent activity we will share the provider details you give us with Cifas.

Childcare provider details

Name of childcare provider

Address

Postcode

Phone number

Email address

Childcare provider registration/approval details

Please tick the appropriate box and provide the details requested.

Registered childcare provider in Northern Ireland

I am registered with a Health and Social Care Trust as a childminder or provider of daycare.

Registration number (if applicable)

Day

Month

Year

Date of registration

Please sign the childcare provider declaration on the next page.

Approved or registered childcare provider in England, Scotland or Wales

Registration number

Date of approval or registration.

This lasts from

Day

Month

Year

To

Day

Month

Year

Name and address of the organisation which granted approval or that you are registered with.

Postcode

Phone number

Please sign the childcare provider declaration on the next page.

Section 3 - to be completed by childcare provider (2)

Continued

Childcare provider declaration

- I agree to provide childcare as shown in section 2 of this form and that this childcare has been approved by or registered with the organisation that I have indicated.
- I confirm that I am not the partner of this student or a relative of this student's child.
- I understand that all cases of actual or suspected fraud will be vigorously and promptly investigated and will be notified to the Police Service of Northern Ireland.

Your full name (in
BLOCK CAPITALS)

Your signature

Date

 Day Month Year

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Student's checklist

Before returning this form, please make sure that you have done the following:

- Fully answered all the relevant questions.
- Checked that your childcare provider is fully registered or approved. For more information read our online guidance available at www.studentfinanceni.co.uk
- Asked your childcare provider(s) to complete section 3 (if applicable).
- Attached copies of your child's/children's long birth certificate(s) and your 2025-26 Child Tax Credit Award Notice (TC602) or your most recent Universal credit Award Notice.
- Signed and dated the Student's Declaration.



Please remember to pay the correct postage.

**You must return your completed form to your local Student Finance NI (SFNI) office.
You can find their address at www.studentfinanceni.co.uk**

