**CEAS OVERSEAS CASEWORK PROFORMA**

**Process**

1. SP to complete Sections A-G and send, with accompanying evidence, to CEAS mailbox on RC-DCS-HQ-CEAS@mod.gov.uk, for educational advice (section H).
2. When educational advice has been obtained, SP to submit form to CoC in proposed overseas location with any relevant accompanying evidence.
3. If CoC approve the application (section I), they will send this back to CEAS for the claim reference number (section J).

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| 1. **SERVING PARENT DETAILS**
 |
| Name & initials |  | Service Number |  |
| Rank |  | Service/Regt/Corps |  |
| Unit |  | Contact Number |  |
| Unit address |  |
| Home Address (in assignment country) |  |
| Email address |  |
| Arrival date |  | Future availability date |  |
| Termination date |   |

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| 1. **CHILD’S DETAILS**
 |
| Name  |  | Date of Birth |  |
| Gender |  | UK Year Group |  |
| Current school |  |
| Proposed school |  |

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| **C. BACKGROUND** |
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| **D. ENTITLEMENT SOUGHT** |
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| **E. JUSTIFICATION** |
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| **F. OTHER EVIDENCE ATTACHED** |
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| **G. SERVING PARENT** |
| ***Option 1 – Electronic Signature***I understand that the information provided on this form will be confidentially held by CEAS and that information may be entered on the CEAS database for the purposes of case management.I agree that CEAS may contact appropriate authorities in order to inform their support and this can include, but is not limited to, schools, unit staff, assignment authorities.I agree to CEAS sharing relevant information for the purpose of this support.Please tick this box✓to confirm you have read and agree with the above consent statement.I agree that by **typing my name** and clicking ‘**Sign’,** I am electronically signing my casework |
| Name |   | Sign |  [ ] ✓ |
| ***Option 2 – Handwritten Signature*** |
| Signature |   | Date |   |

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| 1. **CEAS Educational Comments**
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| **I. CoC/Hd OF BRANCH** |
| Casework supported: Yes / No |
| **CoC COMMENTS** |
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| ***Option 1 – Electronic Signature***I agree that by **typing my name** and clicking ‘**Sign’,** I am electronically signing this caseworkI confirm that I have read and reviewed the casework, accompanying evidence and educational comments from CEAS |
| Name |  | Signed | [ ]  |
| Rank |  | Date |  |
| ***Option 2 – Handwritten Signature*** |
| Signature |  | Date |  |
| Name |  | Rank |  |
| *Note: CoC/Hd of Branch signatory must have financial approval for the request detailed in this casework.* |

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| 1. **CEAS Confirmation**
 |
|  Date |  |
| Reference no |  |