DCS Form 001

Endorsement

**ENDORSEMENT FOR CLAIMS FOR REFUND OF FEES AND EDUCATIONAL EXPENSES IN CIVILIAN SCHOOLS OVERSEAS**

Prior to submitting a claim for educational fees and expenses personnel must submit this form to the Children’s Education Advisory Service (CEAS) for endorsement. CEAS will ensure that the claim is in line with policy laid out in JSP 342: Education of Service Children and Young People and issue endorsement of the claim.

**PART A – Privacy Statement**

1. Personal data recorded on this form is collected for processing purposes only in line with the General Data Protection Regulations (GDPR), Article 6(1)(e); Data Protection Act (DPA) 2018 and not shared with third parties.

2. Processing of this data is necessary for application screening and refund approval where applicable.

**PART B – to be completed by the applicant**

1. Applicants Details

|  |  |
| --- | --- |
| Name | Rank/Grade |
| Service or Staff Number | |
| Telephone Number(s) | |
| Email Address | |

1. Details of overseas posting

|  |  |
| --- | --- |
| Employing Unit Title | |
| Unit address | |
| UIN | |
| Location (Country and Town) | |
| Posting start date | Posting end date |

1. Child’s details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Date of Birth |  | Gender | Male/Female\*  *\*delete as appropriate* |

1. Details of school

|  |
| --- |
| Name of School |
| Address |
| Contact Telephone |
| Email address |
| Date of admission |

1. Fees and expenses for which authorisation in principle is sought. **\*delete as appropriate**

|  |  |  |
| --- | --- | --- |
| Expense claimed  (a) | Summary of claim  (b) | Subsequent Claim Form to use  See note 1  (c) |
| 1. **School fees\*** | State cost per term or per year; | DCS Form 002 |
| 1. **School Transport**   This may be refunded up to the equivalent of Motor Mileage Allowance (MMA) for 2 x return journeys.  See JSP 342 Chapter 5 Paragraph 19. | State method and daily mileage; | DCS Form 003 |
| 1. **Additional support\***   e.g. 2nd Language tuition, SEN support | Specify details; | DCS Form 004 |
| 1. **Infant school meals\***   (Reception, year 1 and year 2) | Meal Provided by School\*  Meal Provided by Parent\*  \**delete as appropriate* | DCS Form 005 |
| 1. **Other – please specify** |  | DCS Form 006 |

1. Applicant’s declaration

I certify that the claim detailed above is necessary.

Signature of applicant ………………………………………………………………..

Date ………………………………………………………………..

**PART C – to be completed by the applicant’s Commanding Officer or Head of Department**

1. Unit authorisation

It is certified that:

1. The above particulars are correct to the best of my knowledge
2. The school and type of education are suitable for the child for whom the claim   
   is made.
3. No suitable school exists within safe and reasonable travelling distance which the child could attend at no charge to public funds.
4. The proposed expenditure is considered necessary and reasonable.

Authorising Signature ………………………………………………………………..

Date ………………………………………………………………..

Name (capitals) ………………………………………………………………..

Appointment ………………………………………………………………..

**Unit stamp**

**AFTER PARTS B AND C HAVE BEEN COMPLETED, THE FORM SHOULD BE SUBMITTED TO:**

|  |  |
| --- | --- |
| By post:  Defence Children Services (DCS)  Children’s Education Advisory Service (CEAS) Trenchard Lines  Upavon  Pewsey  Wiltshire  SN9 6BE | Scanned forms should be emailed to:  [RC-DCS-HQ-CEAS@mod.gov.uk](mailto:RC-DCS-HQ-CEAS@mod.gov.uk) |

**PART D – Endorsement of claim (to be completed by CEAS):**

**CEAS stamp**

**Date:**

**Reference Number:**

**AUTHORISED BY CEAS**

**NOTES**

1. Once Part D is completed and returned to the claimant, the claimant will then submit claims as below:   
   1. For UIFSM claims by personnel with children in MOD schools and where there is no school lunch provision, DCS Form 001 should be submitted to [RC-DCS-HQ-CEAS@mod.gov.uk](mailto:RC-DCS-HQ-CEAS@mod.gov.uk) for authorisation of payment;
   2. Personnel based in the USA are to submit claims to the CPC in country for

payment;

* 1. Personnel in non-MOD schools and Rest of the World are to submit claims

forms to allocated/dedicated admin support units for payment.