



CEA APPLICATION PROCESS - A SUMMARY

1. Contact CEAS for advice Civ:01980618244 Mil: 94344 8244. To check eligibility go to - www.gov.uk/childrens-education-advisory-service before making a commitment of enter a contractual agreement to the school. They will ask for the DOB of child & will check existing claims, Number/Rank/Name/Service Unit details.



2. If CEAS advise you to continue with the application then contact the Admissions Manager Mr Carl Lightbown and if successful (subject to School reports & references) then you will get an offer letter for a place at Moorland School and school fees to assist with filling in the application. Tel 01200 44833 Email clightbown@moorlandschool.co.uk



3. CEAS will post you a CEA eligibility certificate (CEA EC) and information pack. Please forward a copy of the certificate (Sections 1-3 complete) to Mr Lightbown



4. Carefully read the CEA EC info pack and JSP 752 Ch. 9 and complete Part 1 of the CEA EC



5. Send the CEA EC to your Assignment Authority who will complete, sign and stamp Part 2 of the CEA EC and return it to you.



6. Part 3 of the CEA EC needs to be completed and signed by your CO and submitted to PACCC via the Unit HR Staff. Dii: DBSMilPers-mlops-Pacc-Group Civ mail DBSMilPers-Milops-Pacc-Group@mod.uk Civ 0114 12243846 Mil: 94561 3846 Copy of the EC is to be sent to clightbown@moorland.co.uk



7. A copy of the offer letter from Moorland must be included with the initial application. Ensure this states the year group your child will be entering



8. PACCC checks application Pt 4 and follows up if there are any queries



9. Once complete PACCC updates JPA EC to reflect authorisation and the CEA EC expiry date.



10. PACCC authorises the CEA and returns it to you to forward to your Unit HR staff. You should allow at least 12 weeks to complete the CEA application (may take longer to receive the information pack if overseas). Inform the school that authorisation has been given.



11. Immediately upon receipt of the funds from CEA you must transfer them to Moorland School. Bank Account Number 0343 0693 Sort Code 20-69-85. Please quote the child's full name in the reference box. If paying for more than one child email bursar@moorlandschool.co.uk to inform them of the amount to be allocated to each child. Non payment will get referred to the claimants parent Unit in the first instance.

Please be aware that the CEA only pays 90% of the school fees up to a certain maximum. The remaining money has to be paid by the Family. In addition any disbursements such as trips/uniforms/exam fees etc. are your responsibility and must be paid promptly upon receipt of the emailed invoice. If you wish to pay your contribution monthly this must be done via School Fees Plan - please use the following link <http://www.premiumcredit.co.uk/school-fees/parents/> . If you do not apply to School Fees Plan you must pay your contribution in full by the first day of each term.