



CEA Application Process

1. Contact CEAS for advice

01980 618244 (Civ) or 94344 8244 (Mil)

Before making a commitment or contractual agreement with the school, you can check eligibility by visiting: www.gov.uk-childrens-education-advisory-service. You will be asked to provide your child's DOB which will be checked against existing claims, number, rank, name and service unit details.

2. If you are advised that you can continue with your CEA application, Contact Mr Lightbown, Admissions Manager

01200 423 833 or clightbown@moorlandschool.co.uk

Subject to school reports and references, if your Moorland School application is successful, you will be issued with an official offer letter. This will be accompanied by the school fees which will assist with your CEA application process.

3. You will receive a CEA eligibility certificate (CEA EC) and an information pack from CEAS

4. After reading the CEA EC information pack and JSP 752 ch. 9, 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:

DBSMilPers-Milops-Paccc-Group@mod.uk - 0114 12243846 (Civ) or 94561 3846 (Mil)

7. The School will need to now be sent a copy of the certificate with sections 1-3 completed.

These can be addressed to Mr Lightbown.

8. Part 4 will be checked by PACCC, any queries will be followed up at this stage.

Once approved PACCC will update JPA EC to reflect authorisation and CEA EC expiration.

8. PACCC will authorise the CEA and return application to you.

This will then need to be forwarded to the relevant unit HR staff. Please allow 12 weeks for the CEA application to be completed (time scale may vary if overseas). Upon receipt of authorisation, the school should be informed.

9. Upon receipt of the CEA funds, please transfer to Moorland School.

Quote your child's full name as reference, or if you are paying for more than one child, email bursar@moorlandschool.co.uk to inform them of the amount to be allocated to each child. For account information, please refer to your invoice as payment varies dependant on country.

CEA funding covers 90% of the school fees up to a certain maximum. The remaining 10% must 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, please contact bursar@moorlandschool.co.uk