

Child Care Subsidy (CCS) Application Form

Eligibility

- You must be a full-time Ph.D. student at Duke University.
- In two-parent families, both parents must be in school, working, or seeking work outside the home.
- The award ends automatically upon graduation, when university affiliation ends or when the student drops below full-time enrollment. (You will need to reapply for funding each fiscal year.)
- The Child Care Subsidy will be awarded a maximum of three years. (Special exceptions may be considered on a case-by-case basis.)

Child Care Requirements

The subsidized child care is expected to meet a specific standard of care. This will subsidize your child's enrollment at a three-, four-, or five-star facility, as determined by the North Carolina Department of Health and Human Services. These facilities can either be child care centers or family child care homes, but must be rated at the three-, four-, or five-star level or be [National Association for the Education of Young Children \(NAEYC\)](#) accredited.

- To determine the star rating of local centers, please visit the website of the [North Carolina Division of Child Development](#).
- Information about NAEYC accreditation can be found [here](#).

Allocation

The subsidy will be allocated by the Graduate School according to financial need. Your income will be determined by your gross family income, including any child support payments. Please **attach a copy of your most recent federal income tax form and any financial aid award letters from Duke University for the current year** to the application form. Please report family base salaries only, or earnings if self-employed. The amount should exclude any variable compensation such as overtime, bonus, or profit sharing payments. Please be sure to note monies you pay directly for tuition and fees, especially if that money is included in your stipend or fellowship paycheck, in the application. These monies will then not be included by the committee in determining net income.

Disclaimer: If you have applied for financial aid loans and receive the child care subsidy, your financial aid will be reduced based on the amount awarded from the child care subsidy.

Please Note: A significant change in family income during the year will affect the subsidy amount. This would occur, for example, when a spouse who formerly did not work starts a new job or a working parent receives a significant salary increase. Parents are required to immediately notify [Sondra Ponzi](#), should family income change so that the amount of subsidy can be re-evaluated and adjusted as required.

Confidentiality

All financial information reported will be kept confidential. Please contact Sondra Ponzi, Senior Program Coordinator, sondra.ponzi@duke.edu (tel: 681-1551) at the Graduate Student Affairs Office for additional information.

Duke Graduate School Child Care Subsidy Application

Date of Application: _____

Student Name:	
Duke Unique ID:	Date of Birth:

Please do not submit your application without ALL of your departmental information

Citizenship: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreign National	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
New Applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No If reapplying, date first received:	
Department/Program:	
Department Box:	Department Phone:
Duke E-mail:	
Start Date at Duke:	Expected Graduation Date:
Home Address: (please include street number, city, state and Zip code)	
Home/Cell Phone:	
Campus Address: (include room number, building, campus box #, city, state and zip code)	
Noncomp Org. key (if known):	

Spouse/Partner (if applicable)

Name:	
E-mail:	
Occupation:	
If working, hours per week:	
Institution (if student) / Employer (if working):	
Degree Sought:	
Start Date of study:	Expected Graduation Date:
Work Phone:	Cell Phone:
Work Address: (include street number, city, state and Zip code)	
Home address (if different from above)	

Income Information

Gross family income, including child support (i.e. alimony etc.): _____
(If **incoming student**, use estimated amounts for upcoming school year)

Tuition and fees directly paid by student:

<i>Name of Student:</i>	<i>Tuition and Fees:</i>
<i>Institution:</i>	
<i>Name of Student:</i>	<i>Tuition and Fees:</i>
<i>Institution:</i>	

Subtract total tuition and fees from gross family income to obtain net family income.

Net family income: _____

Confidentiality: All financial information reported will be kept confidential.

Please submit your application to Sondra Ponzi, Duke University Graduate School, 2127 Campus Drive, Box 90070, Durham, NC 27708) or sondra.ponzi@duke.edu: ***It is strongly recommended that you mail or drop-off sensitive information.**

Include the following with your application:

- **Most recent Federal Income Tax Statement** (If you are an international student who will not pay taxes, you must submit copies of bank statements and/or home country scholarship, or support which they provided to Visa Services.) ****Please white-out SSN's on tax form(s) if you plan to email your application.***
- **Financial Aid Letter for academic year you are applying for.**
A letter from a department official, such as Director of Graduate Study, detailing stipend and fellowship support will serve this purpose.
- As many centers charge a sliding scale based on the age of the child, this schedule should list the center's prices per months for different age ranges.
- **One page personal statement of need. Include any pertinent special circumstances. Incoming students should describe expected financial circumstances.**

Please ensure that all financial information includes the spouse/partner, if applicable.

I verify that all information provided on this form is accurate to the best of my knowledge. I recognize that providing inaccurate information will be considered a violation of The Graduate School's judicial policies and will handled accordingly. I also agree to notify Graduate Student Affairs A.S.A.P. if anything changes with my financial situation.

Student Signature

Date

Spouse/Partner Signature

Date