



1. General Details

Surname	<input type="text"/>	First names	<input type="text"/>	Title	<input type="text"/>
Home Address	<input type="text"/>			Payroll No	<input type="text"/>
				Telephone	<input type="text"/>
				Work Email	<input type="text"/>

2. Details of Child(ren)

Name of Child	Date of Birth (dd/mm/yyyy)	EC/WC ¹	Date Started at Nursery ²	Booking pattern	Monthly Salary Exchange Amount ³	Direct Payment to Nursery ⁴
					£	£
					£	£
					£	£

3. Date from which you wish to participate in the scheme:

Day	Month	Year
01		20

until the annual renewal date (1 August)

I understand and agree that as a participant in the Workplace Nurseries Salary Exchange Scheme my gross salary will be reduced by an amount that reflects the amount detailed above as full or part payment for my University nursery place(s), and that the following conditions will apply:

- The University will pay the nursery fees equivalent to the amount indicated above direct to the nursery provider;
- I may amend my participation only at the annual renewal date or when my child leaves the nursery or if there is a lifestyle change as defined in the *Request for Change* form;
- The salary reduction constitutes a formal change to my contract of employment;
- I agree to give the University and the nursery no less than one months' notice when I wish to withdraw my child from the nursery and to withdraw from the salary exchange scheme;
- I have read and understood the University guidance to which this form is attached as an appendix.
- I understand that I cannot receive a refund of any salary exchange.

Signature

Day	Month	Year

Return form to:

Childcare Services Administrator, Childcare Office, 21 Trumpington Street, Cambridge, CB2 1QA, before the 21st of the month preceding the month in which you wish to join the scheme. **Please keep a copy of this form for your records.**

¹ Please indicate EC for Edwinstowe Close and WC for West Cambridge

² It is the policy of the University that salary sacrifice may commence only from the 2nd month of occupation at the nursery. Please do not apply for the Salary sacrifice to come into operation before then.

³ Please be aware that should your fees change through the year as a result of Early Years Funding or a change in booking pattern, it is recommended that you exchange for the lowest amount and use cheque, Direct Debit or childcare vouchers for any differences that arise on a month by month basis.

⁴ Should the amount you wish to salary exchange differ from the full monthly fee, please indicate the amount you will be paying direct to the Nursery

Date Received	Date processed	Letter sent	Signed