



### 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 <sup>1</sup>	What is the <b>current</b> monthly Nursery fee?	What is the <b>current</b> annual salary exchange?	Date child leaves nursery
			£	£	
			£	£	
			£	£	

### 3. Reason for withdrawal as applicable to University staff or partner<sup>2</sup>

LW1	Marriage or civil partnership	LW9	Birth or at key stages in adoption of a child
LW2	Notification of pregnancy or commencement of/return from maternity leave	LW10	Divorce/legal separation/dissolution of a civil partnership
LW3	Death of a partner or dependant	LW11	Commencement of/return from long-term sick leave, or starting receipt of long-term disability benefit
LW4	Moving House	LW12	Redundancy, loss of job or change in working pattern of partner
LW5	A significant change in working hours (20% or more)	LW13	Decrease in Reference Salary of 20% or more (University staff member only)
LW6	Commencement of or return from an overseas secondment	LW14	Annual Renewal
LW7	Commencement of/return from unpaid leave of greater than 3 months (paternity, career break, etc.)	LW15	Change in formal custody arrangements
LW8	Child leaving nursery	LW16	Leaving University Employment but child eligible to remain in nursery
	Employee leaving University		

### 4. Date from which you wish to withdraw from the scheme:

Day	Month	Year
01		20

I understand that I cannot receive a refund of any salary exchange.

Signature

	Month	Year

<sup>1</sup> Please indicate EC for Edwinstowe Close and WC for West Cambridge

<sup>2</sup> Participation can only be amended at the annual renewal date, when a child leaves the nursery or if there is a life style change

Date Received	Date processed	Letter sent	Signed