



1. General Details

Surname First names Title

Home Address

Payroll No

Telephone

Work Email

2. Details of Child(ren)

Name of Child	Date of Birth (dd/mm/yyyy)	EC/WC ¹	What was your old salary exchange?	New Monthly Nursery fee & BP ²	New Monthly Salary Exchange Amount ³
			£	£	£
			£	£	£
			£	£	£

3. Reason for change as applicable to University staff or partner⁴

LC1	Marriage or civil partnership	LC10	Birth or at key stages in adoption of a child
LC2	Notification of pregnancy or commencement of/return from maternity leave	LC11	Divorce/legal separation/dissolution of a civil partnership
LC3	Death of a partner or dependant	LC12	Commencement of/return from long-term sick leave, or starting receipt of long-term disability benefit
LC4	Sibling starting at nursery/Sibling starting at school	LC13	Redundancy, loss of job or change in working pattern of partner
LC5	Moving House	LC14	Decrease in Reference Salary of 20% or more (University staff member only)
LC6	A significant change in working hours (20% or more)	LC15	Annual Renewal
LC7	Commencement of or return from an overseas secondment	LC16	Change in formal custody arrangements
LC8	Commencement of/return from unpaid leave of greater than 3 months (paternity, career break, etc.)	LC17	Early Years Funding applies
LC9	National Wage issues	LC18	Child leaving nursery

4. Date from which you wish this change to take effect:

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;
- 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 month's 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 the change to take effect. **Please keep a copy of this form for your records.**

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

² Booking Pattern

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 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