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| L:\Communications Services\Comms Services Projects\5. Brand\Templates, logos and guidelines\Development Area\Stationery template development\2014 May_new templates for web\university-generic-14\UC-bw-14.png | | **Workplace Nurseries Salary Exchange Scheme**  **Renewal/Request for Change** | | | | | | |
| 1. **General Details** | | | | | | | | |
|  | | | | | | | | |
| Surname |  | | First names | |  | Title |  |  |
|  | | | | | | | | |
| Home Address |  | | | Payroll No | | | | |
|  | Telephone  Work Email | | | | |
|  | | | | | | | | |
| 1. **Details of Child(ren)** | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name of Child | | | | | | Date of Birth (dd/mm/yyyy) | | EC/EDD/WC[[1]](#footnote-1) | What was your **old** salary exchange? | | | | **New** Monthly Nursery fee & BP[[2]](#footnote-2) | | | | **New** Monthly Salary Exchange Amount[[3]](#footnote-3) | |  | | |
|  | | | | | |  | |  | £ | | | | £ | |  | | £ | |
|  | | | | | |  | |  | £ | | | | £ | |  | | £ | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Reason for change as applicable to University staff or partner**[[4]](#footnote-4) | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | 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.) | | | | | | | | C17 | | Early Years Funding applies | | | | | | | | |  |
|  | LC9 | | National Wage issues | | | | | | | | LC18 | | Child leaving nursery | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 1. **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 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 **OR** [childcareservices@admin.cam.ac.uk](mailto:childcareservices@admin.cam.ac.uk) before the 21st of the month proceeding the month in which you wish the change to take effect. **Please keep a copy of this form for your records.**  **Data Protection**  The personal information about yourself and your child that you provide on this form will be used for the contractual purpose of nursery provision as described on our website <http://www.childcare.admin.cam.ac.uk/nurseries>). It will be treated in strictest confidence and will only be disclosed to staff of the University , Childbase Partnership and Bright Horizons Family Solutions. For more information about how we handle your personal information, and your rights under data protection legislation, please see <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data> | | | | | | | | | | | | | | | | | | | | | | |

1. Please indicate EC for Edwinstowe Close, EDD for Eddington or WC for West Cambridge. [↑](#footnote-ref-1)
2. Booking Pattern [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)