|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Workplace Nurseries’ Salary  Exchange Scheme **Membership Withdrawal** | | | | |  | | | | |
| 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/WC/  EDD[[1]](#footnote-1) | What is the **current** monthly Nursery fee? | | | | What is the **current** annual salary exchange? | | | Date child leaves nursery | |  | | |
|  | | | | | |  | |  | £ | | | | £ | | |  | |
|  | | | | | |  | |  | £ | | | | £ | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 1. **Reason for change as applicable to University staff or partner**[[2]](#footnote-2) | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | 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 | | | | | | | |  | |  | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | LC5 |  | | | LC15 | |
| 1. **Date from which you wish to withdraw from the scheme:** | | | | | | | | | | | | | | | | | | | | | | LC6 |  | | | LC15 | |
|  | | | | | | | | | | | | | | | | | | | | | | LC7 |  | | | | Year | | | |
|  | | Day | | Month | | Year | |  | | | | | | | | | | | | | |
|  | | 01 | |  | | 20 | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | 20 | | |
| I understand that I cannot receive a refund of any salary exchange. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | Day | | |
| Signature | | | | |  | | | | | | |  | | |  | Month | | Year | |  | |
|  |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | |

1. Please indicate EC for Edwinstowe Close, EDD for Eddington or WC for West Cambridge. [↑](#footnote-ref-1)
2. Participation can only be amended at the annual renewal date, when a child leaves the nursery or if there is a lifestyle change

   **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> [↑](#footnote-ref-2)