|  |  |
| --- | --- |
| Workplace Nurseries’ Salary Exchange Scheme**Membership Withdrawal**  |  |
| 1. **General Details**
 |
|  |
| Surname |  | First names |  | Title |  |  |
|  |
| Home Address |  | Payroll NoTelephoneWork 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)
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|  |
|  | 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)