**WORKPLACE NURSERY SALARY SACRIFICE SCHEME APPLICATION FORM**

**Please complete ALL the information on this form including the declaration information**

**SECTION 1: EMPLOYEE INFORMATION**

Title: First Name: Surname:

Job Title: Department:

National Insurance Number: Payroll Number:

Home Address:

 Post Code:

Home Telephone Number: Work Telephone Number:

E-mail Address:

**SECTION 2: CHILD/CHILDREN’S INFORMATION**

The children for whom you are responsible and for whom you will pay for childcare in the QMUL Nursery.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Child | Date of Birth (DD/MM/YY) | Monthly Nursery Fee | Annual Salary Sacrifice (i.e. monthly fee x12) |
| 1) |  | £ | £ |
| 2) |  | £ | £ |
| 3) |  | £ | £ |

Date from which you wish to participate in the scheme (must be a future month)

1st ………………….. 20… until a change in membership caused by a major lifestyle change or you leave the scheme at an Annual Renewal Date.

**DECLARATION:**

I understand that as a participant in the Salary Sacrifice scheme my gross salary will be reduced by an amount that reflects the annual cost of my nursery fees for my University nursery place(s) and that this reduction constitutes a change to my contract of employment.

By signing below I agree to the variation in terms and conditions of my employment described in the Salary Sacrifice Agreement (see attached) and agree to abide by the conditions of the Salary Sacrifice Agreement. Furthermore that QMUL will pay the nursery fees equivalent to the annual cost direct to the QMUL Nursery.

I hereby authorise that in the event of my leaving I authorise QMUL to adjust any excess nursery fees outstanding from my final salary and by signing the application form I am confirming that I have no right to exchange this benefit for a cash sum.

I have read and understood the University guidance in the scheme.

Signed (Employee) Date

Signed Date

 For and on behalf of Queen Mary University of London

**Terms and Conditions**

**The employee shall:**

1. Agree the Salary Sacrifice with QMUL and this Agreement will then serve as an Amendment to the Employee’s Contract of Employment (in accordance with Section 4 of the Employment Rights Act 1996) with regard to the Employee’s salary which will be reduced by the amount of the Salary Sacrifice.
2. Agree that the terms for the variation and agreement shall commence on the date of signature on the Application Form and be effective from the 1st day of the month following receipt of the form in the Human Resources department in accordance with the scheme rules.
3. Agree that QMUL will pay the nursery fees equivalent to the annual cost direct to the QMUL Nursery.
4. Commit to the Nursery scheme, including the agreed Salary Sacrifice for a 12 month period. The employee will only be able to exit or make amendments to the value of the Salary Sacrifice if they have a lifestyle change such as but not limited to pregnancy, redundancy, death of a child/partner, redundancy of a partner, leaving QMUL or change in working hours.
5. Acknowledge that it is at QMUL’s discretion to reinstate the employee’s salary should the employee leave the scheme.
6. Provide QMUL with 28-day’s notice to exit the scheme. The effective date in this case will be the first day of the calendar month following expiry of the 28-day period.
7. Acknowledge in entering into the Nursery scheme that it and the Salary Sacrifice could affect other benefits such as, but not limited to Statutory Sick Pay, Statutory Maternity Pay, Working Tax Credits, and Pension. The employee accepts and agrees that it is their responsibility to determine and understand the effect on their benefits that entry into the electronic Childcare Voucher scheme will have. The Employee is advised to contact the Inland Revenue helpline to discuss Working Tax Credits.

**Employee Obligations:**

1. The employee is the parent/carer or legal guardian of the child/children for whom the Nursery Salary Sacrifice is required.
2. Any payments due for the provision of the nursery childcare services to the employee which exceeds the value of the salary sacrifice shall be payable by the employee directly to QMUL by the employee.
3. The employee shall ensure that at all relevant times they meet the employer’s criteria for the Nursery scheme and supply all information required to operate the scheme.