THE UNIVERSITY OF WESTERN AUSTRALIA

HUMAN RESOURCES

SALARY PACKAGING - CHILDCARE

This form is to be used by the Childcare centre in it's dealings with parents in terms of new placements, changes to placements and the removal of children from childcare. This form must be filled out and sent to HR where notification of new (or changes to) arrangements exist.

SECTION 1 - EMPLOYEE DETAILS

Employee Number | | | | | | | | | Family name

First Names

School / Faculty / Work Area

SECTION 2 - CHILDCARE CENTRE DETAILS

Names of child(ren) attending childcare venue (please print using BLOCK LETTERS)

1.	**2.**
3.	**4.**

Please tick appropriate childcare centre

☐ UWA Childcare
☐ UniCare Centre
☐ After School Care

Start date | | | | | | | *(dd/mm/yy)*

☐ UniSport for Kids
☐ Vacation Care

Start date | | | | | | | *(dd/mm/yy)* End date | | | | | | | *(dd/mm/yy)*

Total fortnightly fee **payable by employee to be packaged** * **$**

** This amount should exclude any amount of child care benefit payable directly to the child care centre and any amount of the child care fee which the employee does not wish to salary package.*

SECTION 3 - DECLARATION BY EMPLOYEE

Salary packaging child care fees may affect your entitlement to receive child care benefits from the Family Assistance Office. You should contact the Family Assistance Office to determine your Child Care Benefit entitlement.

1. I acknowledge that my request to package child care fees is in no way binding on the University.
2. I acknowledge and agree that the University has advised me to seek independent financial advice before considering the University's offer to enter into this salary packaging arrangement.
3. I acknowledge that I have read and understood the preceding information.

Employees signature

Date *(dd/mm/yy)*

SECTION 4 - CHILDCARE CENTRE SIGN-OFF

Name *(please print)*

Signature

Date *(dd/mm/yy)*

Please send this form to the Salary Packaging Coordinator (M350) immediately.