|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tir Na Nog Salary Sacrifice Scheme**  **Application / Renewal Form** | | | | BANGOR UNIVERSITY NEW LOGO |
| Please read the schemes rules and FAQ before completing this form and then return to Tir Na Nog who will note and then share with the Bangor Benefits Team.  Set up can take a number of weeks to complete and you will be expected to pay for your Nursery usage outside of the scheme during this period.  **Your Details** | | | | |
| First Name |  | Surname |  | |
|  | | | | |
| Department |  | Payroll No |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details of child(ren) and sessions** | | | | |
| Name of Child | Number of a.m Sessions | Number of p.m Sessions | Number of Day Sessions |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from which you wish to participate in the scheme**: until the annual renewal date (1st of September) | | | |
| Month |  | Year |  |

|  |  |
| --- | --- |
| **Monthly amount you wish to salary sacrifice** (please note this cannot be higher than your monthly nursery fees) | |
| £ | Per month. |

*The amount deducted in your monthly salary will go towards that particular month’s nursery charged that you receive from Tir Na Nog.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Agreement:**  I understand and agree that as a participant in the Tir Na Nog Salary Sacrifice 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; * I may amend my participation only at the annual renewal date or when my child leaves the nursery or if there is a lifestyle change as defined in the *Request for Change* form; * The salary reduction constitutes a formal change to my contract of employment and does not exceed the costs due to be paid to the nursery. * I agree to give the University and the nursery no less than 4 weeks notice when I wish to withdraw my child from the nursery and to withdraw from the salary sacrifice scheme; * I have read and understood the University guidance to which this form is attached as an appendix. * I understand that I cannot normally receive a refund of any salary exchange, and any credit would be worked out with Tir Na Nog, and may be managed through an earlier ending of the salary sacrifice arrangement (as per lifestyle or child ending at Nursery amendment). * Where a salary sacrifice refund has to be considered I understand that this would be subject to tax and N.I deductions. | | | |
| Signature |  | Date |  |