

Salary Conversion- Aston University Nursery Scheme

Amendment to Contract

Please complete ALL the information on this form and take it to the Nursery Business Manager, for her to complete the amount of Nursery fees to be subject to salary conversion. You will then need to sign the declaration and return the form to the Nursery Business Manager, who will forward it to the University's Payroll Office.

SECTION 1: EMPLOYEE INFORMATION

Title:	First Name:	Surname:
Job Title:	Full Time □ Part Time □	Department / School:
National Insurance Number:		Payroll Number: (situated on payslip)
Home Address:		Monthly / Weekly Paid: Pls circle Annual Salary: £
Post Code:	Home Telephone Number:	
E-mail Address:		Date of Employment:
Child's Name:	Child's date of birth:	Relationship to child:
SECTION 2: NURSERY FEE SU (to be completed by Nursery Bus	JBJECT TO SALARY CONVERS	SION
Annual amount of fees to be subject to the Nursery Scheme salary conversion		£

SECTION 3: DECLARATION

I authorise Aston University to reduce my salary, in accordance with the terms of the Salary Conversion arrangements, by the amount indicated overleaf by the University's Nursery Business Manager (which will equate to the annual nursery fee).

I understand that if I wish to leave the Nursery Scheme Salary Conversion for the Aston University Nursery I must give one month's written notice to Peter Brookes, Pensions and Employee Benefits Administrator, Deputy Chief Operating Officer's Team. **Please refer to Frequently Asked Questions**.

I understand that the Nursery Scheme Salary Conversion arrangements may be withdrawn or amended subject to any future changes imposed by the University, HMRC or statute.

I declare that I am the parent/guardian for the child(ren) in respect of whom the Nursery Scheme will be used to provide childcare at the University Nursery.

I declare that I am the person detailed above and wish to join the Nursery Scheme as indicated and I understand that in entering into this agreement I am agreeing to a change to my contract of employment.

I declare that I have read and understood the information provided on the Nursery Scheme, including that:

- If my adjusted salary (after taking account of all salary conversions) is below the National Insurance threshold or the National Minimum Wage I will not be eligible to participate in the Nursery Scheme.
- The Nursery Scheme is calculated on the cost based on the period of the contract. This amount will be
 divided by the number of [weeks/months] in the contract period to ensure equal amounts for reduction. (If
 I require extra Nursery sessions to those agreed to under the Nursery Scheme, I understand that the cost
 of these additional sessions will be collected separately by the Nursery and will be outside of the Nursery
 Scheme.)
- I have signed up for the scheme for at least one full year; but this can be reviewed if I experience a major 'life change'.
- As joining the Nursery Scheme is a contractual change to my terms and conditions of employment for the period of my contract, I lose the flexibility to change my arrangements unless I experience a "life change" as illustrated in the Nursery Scheme information.
- If the cost of the nursery fees alter (either up or down) then an adjustment will be made automatically to my salary conversion.

I also agree to notify Peter Brookes, Pensions and Employee Benefits Administrator, Deputy Chief Operating Officer's Team if I should leave the University and therefore am no longer eligible for the scheme.

I understand that this constitutes a variation to my terms and conditions of employment in accordance with the provisions of Section 4 of the Employment Rights Act 1996.

Signed (employee)	Date
Full Name	

A copy of this completed form will also be forwarded to the Deputy Chief Operating Officer's Team and represent an amendment to your contract of employment.

Employees are advised to keep a copy of this completed form for their records.

Please return all completed forms to Donna Cooper, Nursery Business Manager