

STAFF DETAILS

Name:		Staff No:	
Section:			

CHILDCARE DETAILS

ALBURY			
<input type="checkbox"/>	Murray Children's Centre	Amount Per Fortnight:	\$ <input type="text"/> 5ACCC

WAGGA WAGGA			
<input type="checkbox"/>	Riverina Children's Centre	Amount Per Fortnight:	\$ <input type="text"/> 5WCCC

PRIVACY

The personal information you provide on this form is protected by the *Privacy and Personal Information Protection Act 1998 (NSW)*. You are required to provide this information to commence the deduction as Authorised. Access to the information you provide is available to yourself, and those persons authorised to access the information in the course of their duties to the University. This form will be retained by the Division of Finance. Further details regarding access and notations to personal information are set out in the University's policy "Access to Personal Files".

TERMS AND CONDITIONS

- I declare that I have been provided with and read the *Guidelines for the Charles Sturt University Voluntary Salary Packaging Scheme* and have sought, or had the opportunity to seek, independent financial planning advice on the benefits (or otherwise) of my participation in the Charles Sturt University Voluntary Salary Packaging Scheme.
- I agree to comply with all of the provisions and conditions of the *Guidelines for the Charles Sturt University Voluntary Salary Packaging Scheme* as they apply to my participation in the Scheme. I acknowledge that I am responsible for payment of all fees, charges and taxes that may be incurred by me in my participation in the Scheme.
- I acknowledge and understand that Charles Sturt University expressly disclaims all and any liability and responsibility in respect of anything done or omitted to be done (or the consequences thereof) by myself in reliance upon the whole or any part of the information provided by Charles Sturt University in regard to my participation in the Charles Sturt University Voluntary Salary Packaging Scheme.
- **The ability to claim Childcare Assistance through the Family Assistance Office or other Government Department may be affected by salary packaging.**
- Fees must be for the child or dependant of the employee.
- Salary packaging is for childcare fees only. All associated costs are the responsibility of the individual.
- Any excess payments made under these arrangements will be reprocessed though the University's payroll and taxed accordingly. Direct refunds are not available through the Children's Centre or Pre-School.

SIGNATURE AND AUTHORISATION

Staff Member:		Date:	
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FINANCIAL SERVICES USE ONLY

Employee Status Confirmed:		Code:		Entered By:		Date:	
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