

COLLEGE/UNIVERSITY FUNDING PAYMENT CONTRACT

FUNDING APPLICATION'S

1. All College/University Funding Application forms must be completed & signed by the Out of School Care Manager before commencement of childcare.
2. We require a letter from College/University stating that application has been successful before we will confirm childcare.
3. Parents who book our Out of School Care service on specific days whilst attending College/University are responsible for ensuring their attendance cards are **SIGNED** and handed to the bursary office on a **WEEKLY BASIS**.

PAYMENT OF CHILDCARE FEES

1. Notification of the payment schedule from the College/University must be received by us stating when payments will be made to yourself, we will then expect your outstanding childcare fees to be paid immediately, and this must be adhered to by all.
2. All payments should be made via Standing Order.
3. Should any default in payment occur then your childcare place will be withdrawn with immediate effect and your details passed to our debt collection team, please complete your banking details below.

Account Name:	Sort Code
Bank:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address:	Account No.
.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

4. Parents should be aware that any payment not issued by the college/university, **DUE TO ABSENCE'S, ATTENDANCE CARDS NOT BEING SIGNED OR HANDED TO THE BURSARY OFFICE ON TIME**, that an invoice will be issued to the parent with payment due immediately.
5. We have been informed by the college/university that in the event of sickness you can approach tutors with a self-certificate to which they will sign attendance cards on absent days.
6. Please note that all days booked for by parents & carers using our service must be paid for unless a four week cancellation is given, this policy applies to all users of our service.

I/We _____ have read the College/University Funding Payment Contract agree to these conditions.

Signature: _____ Name: _____

Child's Name: _____ Date: _____

PLEASE RETAIN ONE COPY AND RETURN ONE SIGNED COPY TO ENTERPRISE CHILDCARE