



**University of South Wales/Prifysgol De Cymru  
Childcare Services Fee Payment Protocol 2015-2016**

1. Parents will pay fees a month in advance, please see Terms & Conditions. All parents will now receive their fees on the 28<sup>th</sup> of every month.  
N.B. Student parents claiming a L.E.A. Child care grant will be issued one invoice per term, which must be paid at the Playcentre/Finance department once the student is in receipt of their childcare grant payment or at the end of the first full month of each term-October, February & April. All students will pay a retention fee (Based on the equivalent of one week's current full fees per each academic year) at the beginning of the Autumn Term (or start of the student contract) to cover holiday periods.
2. Parents are required to complete the direct debit form. The fees will be taken from your account on the 1<sup>st</sup> Monday of every month. If no LEA payments have been received, students fees will be taken on :- November 2<sup>nd</sup> 2015, February 8<sup>th</sup> 2016, 3<sup>rd</sup> May 2016
3. If applicable your monthly child care voucher payment will be deducted from your monthly amount- please arrange for your Child Care Voucher payment to be paid into our bank account on the 1<sup>st</sup> of each month.
4. If there are not enough funds within your account to cover the fees and they are not paid by the 14<sup>th</sup> of each month the Child Care Services Manager will forward any outstanding debt to the Finance department, who will send a letter to the parents concerned, stating the possible exclusion of parents from using the Playcentre. The invoice will have immediate payment terms with a legal follow up letter after 7 days.
5. The Playcentre will be unable to accept the child after the 7 day period, if financial arrangements have not been discussed with the finance department.  
**Parents should be aware that they will continue to incur fees during days of absence due to lack of prompt payment.**
6. It is the policy of the Child Care Services Department to help families as much as possible. Therefore it is imperative parents seek information or help regarding financial difficulty, as soon as possible.  
If students have any queries regarding the Childcare grant or any other aspect of student finance please make an appointment to speak to a Student Advisor in the Student Finance, Student Services, Telephone no 01443 482898, Fax 01443 482799. Alternatively, parents can also speak to the Finance Department on 01443 482196

Karen Parker.  
Child Care Services Manager

I hereby confirm receipt of and agree to the Playcentre fee payment protocol for 2015-2016

Signature.....Date.....

**Payment of MONTHLY Playcentre Fees by Credit/Debit Card**

PARENT/GUARDIAN NAME.....

CHILD(REN) NAME(S).....

Your MONTHLY Playcentre Fees will be collected via credit/debit card on the **FIRST MONDAY of EACH CALENDAR MONTH**

NB. Your details will be held securely within the Playcentre all times

Please debit my card on the first Monday of every month (or the next working day re.Bank Holidays). I understand that I will be issued a bill on 28<sup>th</sup> of each month and that the respective fees will be deducted for that month.

Please debit my VISA/MASTERCARD/SWITCH/DELTA/Other..... account for the full monthly amount: **YES / NO**  
*(Please note that this payment facility is not available for AMERICAN EXPRESS or DINER cards)*

If **NO** please state the other means of payment :CHILDCARE VOUCHERS/Other .....

Amount of CHILDCARE VOUCHERS/Other payment : £..... per month/term

Card No.  

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Name of Cardholder ..... Valid From ..... Expiry Date .....

Issue No (if applicable) ..... Security Code (3 digits on signature strip) .....

Cardholder Address .....

Postcode..... Contact Tel. No.....

Cardholder Signature ..... Date .....

**For Office Use Only**