

### **Childcare Information Sheet**

1. A staff member must enrol their child at one of the child care centres listed below prior to seeking to salary sacrifice child care fees, however the University cannot guarantee places at any of these centres.
2. Eligible on campus childcare centres include:
  - Acton Early Childhood Centre
  - Heritage Early Childhood Centre
  - University Preschool and Child Care Centre
  - Central Canberra Family Day Care (CCFDC) \*

\* It is only possible to salary package Central Canberra Family Day Care fees where the care is provided on the ANU Campus at the Central Canberra Day Care facility.
3. Using the [Payment of Childcare \(on campus\) Contributions from Pre-Tax Salary form](#), the staff member will nominate the minimum required fortnightly payment to be paid pre-tax. Adjustments to child care payments should be initiated through the child care centre. Any excess fortnightly payments will be the responsibility of the staff member to pay direct to the child care centre. Child care refunds MUST be processed through the payroll (if originally paid pre-taxed).
4. Please note that a staff member will not be entitled to the Childcare Benefit or Childcare Rebate in respect of any childcare fees paid under the ANU's salary sacrifice arrangement. As such, it is strongly recommended that all employees considering salary sacrificing childcare fees obtain financial advice.
5. The child care centres listed above may, at any time, elect to cancel this arrangement for any reason or withdraw from electronic funds transfer, in which case the staff member will be responsible for payment of fees direct to the institution.
6. Children must be under 6 years of age and arrangements must be made to terminate the salary sacrificing arrangement on the child's 6th birthday.
7. The University retains the right to revoke these arrangements at any time.