

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Payment Policy

Methods of Payment

Fees must be paid on the first Friday of each month. Failure to do so may jeopardise your place in the setting.

Weeks outside semester care calculated on a weekly rate and are paid monthly in advance.

Fees can be paid by **Cheque, Cash** or Card. The Card Payment facility is available in the Childcare Site.

Deposits

A deposit of one month's fees is payable per child upon acceptance of a place. **£300.00??**

Staff deposits will be returned at the end of your first contracted year.

External customers will have deposits returned when you stop using the service.

Student /Student - One parent Working and Childcare Grant customers will have deposits returned in May of each year.

Out of School Club customers will have deposits returned when you stop using the service.

The deposit will not be refunded if you don't take up your place.

Retainers

Student/Student - One Parent Working and Childcare Grant customers are required to pay a retainer of 50% of one month's fees per child which is payable in May of each year.

Out of School Club Student and External customers are required to pay a retainer of 50% of one month's fees per child which is payable in June of each year.

Notification for Leaving

Staff customers are required to give written notice equal to your contractual period if you intend to withdraw your child.

External customers are required to give three months written notice if you intend to withdraw your child?

Student /Student - One parent Working and Childcare Grant customers are required to give one month's written notice if you intend to withdraw your child.

Failure to do so will result in you being liable for one full month's fees?