STUDENT CHILDCARE FEE SUBSIDY PROGRAM POLICY

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1 **Aim**

Student Childcare Fee Subsidy is a payment made to approved student parents of the Wollongong University and is designed to ensure students on low incomes receive affordable quality care for their children.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, Kids Uni CBD.

2 **Eligibility**

2.1 To be eligible for Student Childcare Fee Subsidy parents must:
   i. Provide the centre with an original Health Care Card or Pension Card distributed from Centrelink.
   ii. Student hardship cases will be individually considered on merit.

2.2 Copies of documentation in support of the application for such a subsidy must be attached to relevant families’ enrolment form.

3 **Procedure**

3.1 To apply for the subsidy:
   i. Application form for Student Fee Subsidy to be completed by student.
   ii. Health Care or Pension Card to be sighted and a copy to be attached to application form.
   iii. Current University of Wollongong Student Card to be sighted and a copy to be attached to application form.
   iv. Application to be approved by Manager/Senior Administration Officer.
   v. The subsidy is administered directly by the centre and accounts will be charged the Student Fee Subsidy rate.
   vi. A new application form is be submitted at the beginning of each year.

3.2 The subsidy is reviewed at the beginning of every calendar year.

3.3 After satisfying the above requirement parents will receive a subsidy per day per child and payment will commence from the date of application.

3.4 Student Fee Subsidy is only available throughout the academic year (each session – first day of lectures, until last day of exams)

4 **Source**

UOW Pulse Ltd Policies

5 **Review**

This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.
### 6 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>Michele Fowler Manager – Kids Uni</td>
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<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
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<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 3 years.</td>
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