

# The University of Melbourne Children's Services Rebate Guide

## What to do when applying for assistance:

1. Collect a form from the Queensberry Children's Centre or via the web
2. Complete all sections of the form (except the area marked office use)
3. Attach a photocopy of your current University Enrolment Record
4. Attach a photocopy of your Child Care Benefit Assessment (not necessary for Queensberry and Swanston St parents). *International students not eligible for Child Care Benefit should contact the Children's Services Administrative Officer on 8344 9621 for further information*
5. Sign and Date the application, which will remain valid for the current year unless changes in your status occur. Any changes must be forwarded immediately to the Queensberry Children's Centre
6. Complete the Bank Account Details Form and attach to your application along with the current receipt from your childcare centre
7. Return documentation to the Queensberry Centre for processing

## PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

### For subsequent claims you should do the following:

1. Pay your childcare account at your centre
2. Send a copy of your receipt **at least monthly** to the Queensberry Centre (not necessary for Queensberry and Swanston St users). Bulk receipts will no longer be processed.
3. You will receive your refund by electronic funds transfer. Payment should be received within 10 working days of submitting your receipt.

PLEASE NOTE that the rebate will only be paid from the date your application has been received. Receipts for December must be submitted no later than 9 December. Receipts after this date cannot be processed due to University accounting procedures.