

Photocopy if necessary – use one form per child

**Adjustment Claim Terms 3&4 (Spring) 2012**

Provider Name:  
URN:



**Please ensure you complete the above details**

**Increase/  
Decrease**  
Terms 3&4 (Spring)  
2012

- Parent/carer(s) can increase or decrease their child's free entitlement from the start of Term 4, Monday 20 February 2012.
- A single form per child must be returned to Management Information prior to 5pm on Tuesday, 28 February 2012
- It is the parent/carer(s) responsibility where a child claims at one or more settings to ensure that all the settings are fully informed of the changes and to ensure that their child's free entitlement does not exceed 15 hours per week, collectively, between all settings that the child attends.

Surname as shown on Birth Certificate	Forename/s as shown on Birth Certificate	Midname(s) as shown on Birth Certificate	M/F	Address	Hours originally claimed for	New claimed hours
Known As Surname	Known As Forename	DOB				
				Postcode		

**Declaration from parent/carer(s)**

I wish to increase/decrease my child's free entitlement at the setting named above with effect from the start of Term 4, Monday, 20 February 2012  
I have discussed this with all settings involved and understand that I may be liable for outstanding fees at the setting(s) where my child is decreasing their free entitlement.

Signed.....

Date ...../...../.....

*I understand that if it is found my child claims more than the maximum 15 free hours per week, the setting(s) involved will charge for the hours my child attends in excess of his/her free entitlement.*

**IT IS THE PARENT/CARER(S) RESPONSIBILITY TO ENSURE ALL PARTS OF THIS FORM ARE COMPLETED**