

Refer to [Salary sacrificing SCU Fitness for You membership fees](#) before completing this application.

SECTION 1: EMPLOYEE TO COMPLETE

Name: Staff ID No.:
(as shown on your Staff Card)

Work unit: Phone:

Appointment type: Continuing Fixed-term Casual

I request the following salary sacrificing arrangements for my SCU Fitness for You membership fees:

Salary Sacrificing Membership Options	
<input type="checkbox"/> Option 1: <u>Annual memberships</u> Package name: _____ Total cost \$ _____ Continuing / fixed term staff 10 pays at \$ _____ per pay Or Casual staff 3 pays at \$ _____ per pay	<input type="checkbox"/> Option 2: <u>3 month/12 week memberships</u> Package name: _____ Total cost \$ _____ <input type="checkbox"/> 1 pay \$ _____ Or <input type="checkbox"/> 2 pays at \$ _____ per pay

Terms and conditions

I have read and understood the [Salary sacrificing SCU Fitness for You membership fees](#) webpage, including the disclaimer, and agree to abide by these provisions. I acknowledge that:

- The University has advised me to seek independent expert financial advice before entering into this salary sacrificing arrangement.
- Should I wish to cease my salary sacrificing arrangements, I will notify the Payroll Office in writing and contact SCU Fitness for You directly to make alternative arrangement for the remaining payments.
- If I take leave without pay or my employment ceases during the period of salary sacrificing payments, I must negotiate directly with SCU Fitness for You to make alternative payment arrangements.
- The deductions will be made over consecutive pay periods. If my available fortnightly salary is less than the fortnightly payroll deduction to cover my SCU Fitness for You membership fees, I must negotiate directly with SCU Fitness for You to make alternative payment arrangements for any shortfall.

Employee's signature: Date:

SECTION 2: SCU FITNESS FOR YOU TO COMPLETE

Membership number: Signed: Date:

SECTION 3: PAYROLL OFFICE TO COMPLETE

Eligibility confirmed: Emp#: Emp type: Date:

Salary Sacrificing commence pay period:/...../..... Cease pay day...../...../..... Entered by: