



L-Università
ta' Malta



Invoices & Payments

Policy

2024-2025

Child Educare Services of the University of Malta
It-Tajra & Ilwien Childcare Centres



Invoices and Payments Policy: Childcare

This document delineates the payment process to be followed by Service Users of It-Tajra and Ilwien Childcare Centres by the Child Educare Services at the University of Malta.

The Child Educare Services Administration is responsible for vetting incoming applications, processing payments due, and issuing and following up on invoices. Relevant payments must be made on time via internet banking.

Payment Information

With regards to service users who are not eligible for the Free Childcare Scheme, payments will be calculated monthly and an invoice will be issued by the Finance Office at the University of Malta. Invoices are issued 6 weeks in advance and are to be paid online within 10 days of the issue date.

Please follow the instructions below on how to settle invoices online:

Payments by BOV:

Log into BOV

Click on 'My Payments' on the top taskbar

Choose 'Pay a bill'

'Send Bill Payment to...'

"The payment details are..."

Parent's Name and Surname: input your name as quoted on your invoice:

ID No/ Date of birth or input the invoice number:

Mailing Address not essential but you can include your email address

Amount input amount due

Click Next and authorise.

Payments by HSBC:

Name of account Holder: University of Malta

Address of Account Holder: Tal-Qroqq, Msida, Malta

E-mail address: fees.accounts@um.edu.mt

Bank: HSBC Malta plc Account no: 085 031458 002

Sort Code: 44853

Swift Code: MMEBMTMT IBAN:MT84MMEB44853000000085031458002

Address: 52, Msida Seafront, Msida

Application Fee

When submitting a new application, a fee of €40 is required to complete the registration process and have the application included in the waiting list. It is important to note that this processing fee does not guarantee an immediate placement for your child. Acceptance is contingent upon the waiting list and the availability of space. For further details, please refer to our Enrolment Policy.

Placement Fee

Once an application is approved, a Placement Fee is requested of the new applicant. Applications for the September/October intake will be approved at the end of May, while February intakes will be approved in early October. July intakes will be approved by the end of February.

This placement fee is required to secure your child's place for the upcoming scholastic year. In the case that an application is to be withdrawn, this can be done before receiving the acceptance email or before the placement fee is issued. Once the Placement Fee has been issued, withdrawals are accepted until the beginning of August (for October intakes) or the beginning of December (for February intakes), with a full refund provided. However, after these deadlines, the fee becomes non-refundable.

Please note that this placement fee will be used to cover the payment for the first month of attendance for fee-paying service users. For those utilising the free childcare scheme, a refund will be issued once the first month of attendance lapses.

Monthly Invoices

Invoices are issued six weeks in advance and must be settled within 10 days of the issue date.

Fees for children not on the Free Child Care Scheme:

For the Scholastic year 2024 – 2025

Morning Session (07:30 – 13:30)

5 days a week €200 per month

3 days a week €120 per month

For the Scholastic year 2025 – 2026

Morning Session (07:30 – 13:30)

5 days a week €300 per month

3 days a week €180 per month

Rate between 13:30 and 17:00

€2 per hour

Free Childcare Scheme

Children up to the age of three can benefit from the Free Child Care Scheme (FCS) if both parents are either in employment or education. In cases where there is only one parent, evidence of current status or any legal documents need to be submitted. These documents could include the child's birth certificate or a Decree (Rikors) issued from the Maltese Courts, indicating that the parent in question has full care and custody of the child.

Children attending our Childcare Centres can apply for the FCS from the age of 1 year up to the age of 3 years (when the child is eligible to start Kindergarten). For children who have turned 3 years of age by the end of December, the scheme will be terminated in September of the same year. For those who turn 3 years of age by the end of April, the scheme will be terminated in January. Once the Free Childcare Scheme is terminated as children are eligible to commence a kindergarten school of their choice, they are unable to keep on attending at the childcare centre.

Parents are required to inform the Centre Coordinators in advance of the number of hours they require for each month, especially for months when attendance is reduced due to summer operating hours, planned vacations, and Centre shutdown periods. If a child attends more than 10% of the Booked Hours, the Centre will issue an invoice the following month for the extra hours. These hours are calculated pro-rata at the government rate, which for the year 2024 shall be €4.85 per hour. In the case that the child is absent for more than 10% of the Booked hours, these hours will be deducted from the Yearly Absence Allowance.

The Yearly Absence Allowance is calculated pro-rata as 15% of the monthly booked hours and is renewed at the beginning of each calendar year. Parents have the opportunity to monitor their child's attendance through this link:

<https://freechildcare.gov.mt/applyonline/Login.aspx?ReturnUrl=%2fapplyonline>.

However, it needs to be noted that this system is updated after each month's end. Thus, for any current attendance or absences for that specific month, parents need to monitor via the Centre's App, Illumine.

Any 'billable' hours will be invoiced at the end of each month if applicable and should be paid online within 10 days of the date of issue. These can be also checked by accessing the link above.

Missed Payments

Payments must be settled in advance and must be settled within 10 days of the issue date. In the event that payments are not received on time, the CES reserves the right to terminate the

service being offered. If any pending payments remain unsettled, and after multiple reminders from the CES or the University of Malta, legal action may be taken. This may begin with a legal letter and, if continued disregard persists, further legal actions will follow.

Absent Days

Planned days of absence can be arranged in advance by informing the respective administrator for the service being used. In this scenario, the required hours will be invoiced accordingly, and planned days of absence will not incur charges.

If we are informed about an absence 24 hours before the actual day, and before 9 am on the actual day, the child will be marked as absent, but the lost hours are not transferable.

In the case of an unplanned absence, where the child either doesn't attend, or we are not informed about the absence before 9 am, the child will be marked as sick. A medical note specifying that the child is fit to return to school is required before the child can be admitted for the next stay.

Extra Hours

In the case of Service Users paying by Invoice, and the child attends more than the booked hours, the extra hours will be included in the invoice the following month.

In the case of Service Users part of the Free Childcare Scheme, the Government covers up to 110% of the booked hours for that month. In the case that the child attends more than 110% of the hours booked, an invoice will be issued at the Government rate the following month.

Other Contributions

Every term, the Childcare Centres, collect a contribution of €30 which is used for cooking, sensory, and science activities. This contribution is collected in cash, placed in a sealed and labelled envelope, and should be given to the teacher or carer no later than a week after the beginning of the term. Additionally, other items such as rice, pasta, cereals, food colouring,

wipes, tissues, paper towels, etc., may be collected as deemed necessary for your child's daily stay and their participation in activities.

Other financial contributions or fees may be requested in the case of school outings, covering the cost of the venue and any transport provided by the CES. Contributions may also be requested for parties such as Christmas, Carnival, Farewell, and Halloween.

Occasionally, other fundraising activities may be organized, and contributions for these activities would be by donation on a voluntary basis. Such fundraising activities may include initiatives undertaken throughout the year, such as Pink October, Yearly Calendars, and others.