

Funding entitlement termination notice form

A copy of this is to be provided to parents to complete. A copy can be retained by the provider as notice period evidence and a copy should be provided to the setting a child is moving to if applicable.

Funding entitlement termination notice form	
I (<i>insert name</i>) would like to cease my child's funding place at (<i>setting name</i>). I understand that I must provide 4 weeks' notice and cannot claim funding at another setting whilst within the 4 weeks' notice period.	
Child Forename	
Child Surname	
Child D.O.B	
Date notice provided	
Date notice period ends	
Number of hours claimed this term at current setting	
Reason for leaving (optional)	
Parent Name	
Parent Signature	
Setting Name	
Setting representative name and signature	