

Invoices & Payments Policy Afternoon HW Club 2024-2025 The Child Educare Services of the University of Malta Invoices & Payments Policy: Afternoon Homework Club 2024 – 2025

## The Afternoon Homework Club

This procedure delineates the payment process to be followed by applicants of the Afternoon Homework Club, provided by the Child Educare Services at the University of Malta.

Afternoon sessions are purchased at least a month in advance, online, as a block from 13:30 till 17:00 at €6 through the following link:

https://www.um.edu.mt/staff/childcare/registrationforms/afternoondropoff/

These are booked and paid for in advance, by indicating the dates required in the application form. Parents have the flexibility to opt for a shorter stay without a fee deduction.

## Absent Days

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 booked hours are lost and non-transferable. If we are informed that a child will not attend due to being unwell, before 9am of the booked day, a medical note covering this absence is required in order for the hours to be transferred to another day.

