

## UNISON Educational Grants 2021

### Learning Grant

Because we want to help you to get ahead and develop your career, UNISON offers a learning grant to help with course/exam fees or books for our members.

These grants of **up to** £300 are intended to help members studying up to and including at under-graduate level (first degree only) at their own expense on the following types of courses:

1. Trade Union and Labour Studies where an applicant has not received a grant (there is a different application form for the Trade Union and Labour Studies grant)
2. Non-vocational education up to and including under-graduate level
3. Vocational education relevant to public service work up to and including under-graduate level.

*“My job was coming to an end so I decided to turn this into a positive step - I applied for an access course so I could begin a Social Work degree. This was a big commitment in terms of time and money and, as a single Mum, I really welcomed the learning grant support I received from UNISON. It was all worth it as I’ve now been accepted to start university and I’m looking forward to a new career.”*

*Lauren, East Midlands*

# UNISON Learning Grant

Please read the grant criteria below carefully and complete all sections of the attached application form.

## Grant Criteria

- Please note that grants are offered on a first-come, first-served basis until funding is spent; preference will be given to complete applications that have the required supporting documents.
- Grants can be used for study up to and including at undergraduate level (first degree only) on courses to help with your personal development or any career-related course relevant to working in public services, including public services delivered by private contractors.
- Support is not available however for qualifications linked to licence to practice or more generally intended to meet an employer's statutory and/or legal responsibilities (e.g. health and safety).
- A copy of your course registration and proof that you are paying the full cost of the course fees yourself will be required before any grant can be paid, though in certain circumstances we may look at offering a grant even if you are receiving money from elsewhere. You must include a copy of these documents with your application, and completing the attached form for payment to members by BACS, will help us to process your application more swiftly.
- You must be a member of UNISON for at least 4 weeks prior to applying for a grant, have no arrears of subscriptions, and continue to pay membership subscriptions during the time you are supported by a grant.
- Each member can only receive one UNISON educational grant in each calendar year, up to a maximum of four grants.
- Grants are made at the discretion of the NEC Development & Organising Committee.
- The course you wish to study must start in 2021.

## What should I provide as proof of payment?

- A copy of the receipt from your course provider that shows you have paid the full amount of fees, or if you are undertaking an online course a copy of the email confirming your payment. This should also include the title of the course and the start date.

- If you are in receipt of a student loan for your course please send a copy of your student finance letter/agreement. This should include the date the letter was issued, the academic year the loan is for and the details of your course.
- If you are paying for your course in instalments you will need to provide either:
  - 1) a copy of the receipt that shows you have paid a deposit for the course and a copy of an instalment plan/payment agreement between you and the course provider or;
  - 2) copies of receipts showing that you have paid for the course in instalments

### **How do I apply?**

- 1) Complete all sections of the form and sign both the BACS and application form.
- 2) Provide a copy of your course registration and proof that you are paying the full course fee cost yourself (receipt/student finance agreement, see the above for examples of proof of payment that you can provide).
- 3) Give the application form to your branch and ask them to complete section 2 (the processing of your application will be delayed if this section is blank when received by the Grants Administrator as the forms have to be sent back to the branch). If you are unsure of your branch please contact Unison Direct on 0800 0847 847
- 4) Ask the branch to send the application form back to the address on the form, either by post or email.
- 5) Return your completed BACS form, proof of registration and payment directly to the Grants Administrator. All forms can be scanned and emailed to save time and ensure delivery.

Forms must reach us by the closing date of **8<sup>th</sup> October 2021**.

***Please note that we cannot process your application until we have received the signed application form (both sections 1 & 2), your proof of payment and your BACS form.***

All forms and supporting documents should be returned to:

**Grants Administrator  
UNISON Learning & Organising Services,  
130 Euston Road  
London NW1 2AY**

**Tel: 020 7121 5116**

**Email: [learningandorganising@unison.co.uk](mailto:learningandorganising@unison.co.uk)**

# Learning Grant – Application Form 2021

## SECTION ONE

All sections **MUST** be completed by the member

### MEMBER DETAILS

We use this information to check your eligibility for this grant and to contact you and your branch regarding your application.

<b>Membership No.</b>			
<b>First name</b>		<b>Last name</b>	

<b>Home address:</b>			
<b>Postcode:</b>		<b>Phone no. (day time):</b>	
<b>Email:</b>			

*Note – some employers have firewalls that block our emails so a personal email address would be preferable if you have one. The email address given here is where all correspondence regarding your application will be sent to.*

<b>Your Branch:</b>		
<b>Length of UNISON membership:</b>	<b>years</b>	<b>months</b>
<b>If you hold any positions in your UNISON branch tell us which branch position(s) you hold</b>		

<b>Occupation:</b>	
<b>Working hours per week (Please tick):</b>	
<input type="checkbox"/> <b>Less than 10 hours</b> <input type="checkbox"/> <b>10 – 20 hours</b> <input type="checkbox"/> <b>20 – 30 hours</b> <input type="checkbox"/> <b>30 + hours</b>	
<i>*Please note that preference may be given to lower paid members</i>	

**Please tick to indicate the highest level of qualification you have obtained, i.e. from school, college, etc. There is no need to provide any more details.**

- Entry and NVQ Level 1 (e.g. GCSEs D-G / CSE levels 2-5 )
- NVQ Level 2 (e.g. GCSEs A-C / CSE 1 / O-Level A-C)
- NVQ Level 3 (e.g. A/AS levels)
- NVQ Level 4 and above (e.g. HNC / CertHE)
- NVQ Level 5 and above (e.g. HND / DipHE)
- NVQ Level 6 and above (e.g. first level degree)
- None

*\*Please note that learning grants can only be claimed for courses up to first degree level. Preference is given to applicants with little or no previous qualifications*

### THE COURSE YOU WANT TO STUDY

We use this information to confirm that the course you're applying for qualifies for a grant. The amount paid in a grant will depend on the cost of your course and whether you are paying the full amount yourself.

<b>Name of course</b>			
<b>Name of course provider</b>			
<b>Course Level (e.g. Level 1, 2, 3, 4 etc.)</b>		<b>Course fee for this year</b>	
<b>Start date</b>		<b>Duration of course (years/months)</b>	
<b>End date</b>			
<b><i>NB: we will only award grants for study undertaken in the current year (i.e. your application cannot be backdated or postdated).</i></b>			
<b>If your course is more than one year, for example if you are studying a degree which year is this (e.g. 2<sup>nd</sup> of 3 years):</b>			
<b>Are you meeting the full cost of the course fees yourself?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Have you applied for or are receiving any funding from elsewhere?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

**If yes please provide details of who is providing funding for your course and how much is being paid towards your fees.**

**Please explain why you would like to do the course.**

*\* Please try to provide as much information as possible. This section will help us determine your eligibility*

**Have you received a UNISON grant before? If yes please give details.**

The information you have provided will not be passed to any third party. It will be stored securely and destroyed after two years.

For more information on how UNISON uses your personal data, please go to:

[www.unison.org.uk/privacy-policy](http://www.unison.org.uk/privacy-policy)

### **Declaration and signature**

The information supplied in this application form is accurate to the best of my knowledge.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Member: Now send your completed form to your branch to authorise:**

- Email a copy of your completed form to your branch asking them to complete Section 2, or pass them a paper copy to sign.
- Or, if you don't have contact details for your branch, send your completed form to the Grants Administrator (address below) and we will contact your branch for you.

# Learning Grant – Application Form 2021

## SECTION TWO

This section **MUST** be completed by the Branch Secretary or the Branch Education Coordinator

I confirm that:

\_\_\_\_\_

(please enter name of applicant)

- is at present a member of this branch of UNISON
- is not in arrears with subscriptions
- has completed the details in section one correctly to the best of my knowledge

<b>Branch Name</b>	
<b>Address</b>	
<b>Postcode</b>	

Branch signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Branch:** Once you have completed Section 2, you can either email a copy of the form to [learningandorganising@unison.co.uk](mailto:learningandorganising@unison.co.uk) from the branch email address or sign a paper copy and return it to the address below:

**Grants Administrator**  
**UNISON Learning & Organising Services**  
130 Euston Road  
London NW1 2AY

Tel: 020 7121 5116

**THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 8<sup>th</sup> OCTOBER 2021**

## FORM FOR PAYMENT TO MEMBERS BY BACS

**NB MEMBERS: To keep your bank details secure, print and complete this page by hand. DO NOT INCLUDE this when passing your application to your branch for approval/signature. Send it to UNISON Learning and Organising, 130 Euston Road, London NW1 2AY.**

The Union's preferred method for paying grants is to transfer money direct to members' bank accounts by BACS. This avoids the risk of cheques being lost or delayed.

Payments are processed on a weekly basis and members will be sent a remittance advice showing details of payments. This will be sent by email where possible to keep costs down. To enable us to process your payments by BACS, please complete the form below and return it to:

**UNISON Learning and Organising Services,  
UNISON Centre,  
130 Euston Road,  
London,  
NW1 2AY.**

### YOUR DETAILS

Name:  
(PLEASE PRINT) \_\_\_\_\_

Membership No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Please credit UNISON payments to my bank/building society:

### YOUR BANK DETAILS

Bank or Building Society name			
Account Name		Sort code	
Account Number		Bank/building society reference (if applicable)	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 8<sup>th</sup> OCTOBER 2021**

**If your application is unsuccessful, we will securely destroy this information**