



The Society of Radiographers Benevolent Fund
Registered charity (No. 326398)

Application for financial assistance

The Society of Radiographers Benevolent Fund assists members and students, former members, and their families in times of need and hardship.

However, in line with UK charity law we are unable to repay debt. In situations where you are experiencing hardship because of debt the organisations listed at the end of this form are experts in providing advice and assisting. So we would recommend you contact one of these or similar.

There is also a limit on capital savings, in line with the maximum figure used by the Department for Work and Pensions, to decide on eligibility (currently £16,000), over which we cannot assist.

All applications are dealt with in complete confidence and any details given are not revealed outside the membership of the committee and staff responsible for administration.

A completed application is made up of this form, the separate financial information form and the accompanying evidence to support the information provided. Applications are considered by Trustees once the completed application, with all the relevant information to enable a decision to be made, is received. **Your application must be fully completed. An incomplete application will cause a delay in processing your request.**

Post completed forms to The Benevolent Fund, Society of Radiographers, 207 Providence Square, Mill Street, London SE1 2EW.

We appreciate that this is a very stressful time for you and if you require assistance in completing this application please contact our Benevolent Fund helpline at 020 7740 7200 or help@sor.org.

Section 1: Please tell us about you and your family

Applicant : **Mr** **Mrs** **Ms** **Other** (please circle/highlight)

First Name: **Surname:**.....

Address:

.....

.....

Postcode:

Date of Birth:

Home telephone: **Mobile:**

Email:

Please circle your preferred means of communication in the event we have any questions about this application.

Telephone **Email** **Letter** **No preference**

SoR Membership Number: **National Insurance Number:**

Are you? (please circle/highlight)

Single **Married/Civil Partnership** **Separated** **Divorced** **Widowed** **Living with partner**

Please give details of anyone else who lives in your home

Name	DOB	Relationship to you	Employed/in education/other

Are any of the above, someone for whom you are financially responsible? If so please identify them, give the reason and level of financial support.

Is there anyone else that is NOT living with you, for whom you are financially responsible? If so, please tell us their name, relationship to you, and give the reason and level of financial assistance.

Section 2: Housing

Are you renting or a home owner? (please circle/highlight)

Home owner Housing Association Private Landlord Local Authority Other

Section 3: Please tell us about work (if qualified) or education if a student currently training.

Are you: Employed full time Employed part time Unemployed Retired Student

(please circle/highlight)

Current or most recent employer's name:

Current or most recent employer's address:

Current employer's telephone number:

Line Manager:

(We will not contact anybody identified in this form without your prior permission.)

Date qualified:

Date commenced employment:

Date employment ended if applicable:

Previous employers if latest employment is less than 3 years:

OR STUDENT INFORMATION:

Current Educational Institution's name:

Current Educational Institution's address:

Current Educational Institution's telephone number:

(We will not contact anybody identified in this form without your prior permission.)

Course start date:

Anticipated finish date:

Student current funding support/income: Please complete the financial circumstances form giving individual details of all bursary, student loan, emergency loan, disabled student allowance, university hardship fund grants and other funding support, such as from part time employment.

Section 4 Tell us about your current circumstances and the reason why you are applying for financial assistance. (Use a separate sheet if necessary and support with any available documentation e.g. medical certificates)

Have you applied for state benefits? Please give details.

Section 5: Tell us amount and purpose of financial assistance requested

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Section 6: Please tell us about any other organisations approached for help

Please give details of any other organisations you have applied to in the past or currently for financial help and the outcome. (use separate sheet if necessary)

Name of organisation	Details of request/application	£/outcome or is decision pending	Date of application

Section 7: Financial Information

Please complete details of the financial information requested on the separate document. A checklist is provided to assist you.

Section 8: Data Protection and Declaration

Please sign the declaration below to confirm that you have read and understood the following statement. It is a requirement of data protection legislation that we inform you what information will be held about you and how that information will be used.

Data Protection Statement

If you apply to us for a financial assistance, we require certain personal information about you to ascertain whether or not you are eligible to receive an award from the Society of Radiographers' Benevolent Fund. When we receive an application, a manual file is opened under the name of the member and will contain the application form, associated documents and any associated correspondence, details of advice and payments made. This information is also held in our computer database together with financial records regarding payments. This information is shared with Trustees of the Benevolent Fund and employees of the Society of Radiographers if necessary to consider the application. This is done using a secure electronic system. All information is held confidentially and will not be disclosed to any other person or organisations other than where agreed with the applicant or where exceptional circumstances require us by law to do so. Anonymous information that does not identify an applicant and relating to assistance given by the Benevolent Fund may be used in our Annual Report and review or in similar documents. Records are retained for five years and then destroyed.

- I confirm that I have read and understood the SoR Benevolent Fund statement on Data Protection in accordance with the Data Protection Act and consent to the SoR holding and using the data on this application and any accompanying documents for the purposes of considering my application
- I have enclosed all documents requested and understand that without these my application cannot be assessed.
- I declare that the information given is accurate and a true indication of the current financial position of myself and my partner (if applicable)
- I understand that SoR Benevolent Fund is unable to assist with any items, bills or services already paid for before the application was made.
- I understand that where my problems are debt related I may be required to seek debt advice before assistance is considered.

Signed :

Date:

Printed name:

Other sources of help

If you are struggling with debt or have difficulty in managing your finances there are a number of organisations that provide free, confidential and impartial advice which could help you.

Citizens Advice

For advice and information on debt and other topics. Local address in phone book or go to www.adviceguide.org.uk

Money Advice Service

For free, unbiased and easy to access money tools, information and advice visit www.moneyadviceservice.org.uk or phone 0300 500 5000

Stepchange Debt Charity

Provides free and anonymous advice over the phone and online. They provide debt management advice and other debt solutions. Phone 0800 138 1111 or visit www.stepchange.org

National Debtline

Provides a free, confidential and independent helpline for people with debt problems. They give expert advice over the telephone and via email, and will send you a free self-help information pack. Phone National Debtline free on Tel 0808 808 4000 or visit www.nationaldebtline.org

Debt Advice Foundation

A registered national debt advice charity offering free, confidential support and advice to anyone worried about loans, credit and debt. Expert advice is available via a free telephone helpline or online. Phone 0800 043 40 50 or www.debtadvicefoundation.org

Christians Against Poverty (CAP)

A national debt counselling charity with 205 centres based in local churches across the UK. See www.capuk.org

Payplan

Is an advice organisation that provides free, confidential and independent advice over the phone and online. Phone free on 0800 280 2816 or visit www.payplan.com

AdviceUK

Member centres offer debt advice. See <http://www.adviceuk.org.uk/money-debt-advice/>

Debt Action Northern Ireland Service

If you live in Northern Ireland visit <http://www.adviceni.net/advice/debt>

Money Advice Scotland

If you live in Scotland, phone 0141 572 0237 or visit www.moneyadvicescotland.org.uk

Employers' assistance schemes

Provides professional support to staff. The schemes/programmes provide staff with a free and confidential helpline, access to advice, information and counselling support where required. These services are designed to help staff deal with a range of problems either at work or in their personal lives and can be access through HR departments.

Turn2us

Can help you check your entitlement if you are: Unemployed and looking for work, or have disabilities, in work and on a low income, caring for someone, etc. www.turn2us.org.uk