**Making a Claim on the Durham UCU Hardship Fund**

If you were on strike during December 2021, and you expect Durham University to dock pay from you, you may apply to the Durham UCU Hardship Fund (return your claim to the Durham UCU Hon. Secretary at francispritchard@gmail.com).

Please note that no payments can be made without satisfactory evidence of loss of pay, which in most cases will be a copy of your pay slip. However, if you are in urgent need of financial assistance and cannot wait for your payslip to show the deduction, please apply sooner. It will help us if applications are made as soon as possible after pay is deducted so that we can start the decision-making process.

Decisions about payments will be made in accordance with the national UCU guidelines for local hardship funds and will prioritise the alleviation of hardship. The local fund is able to make payments for all 3 strike days, unlike the national fund which will only pay from the 2nd or 3rd day depending on your annual income. For the national fund, the maximum amount to be paid per day is also based on your annual income and the same maximum per day applies to the local fund.

To apply, please complete the form below and provide the other information requested below the form. The form includes details of the bank account to which any payment will be transferred.

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| Forenames |  |
| Last Name |  |
| Daytime Telephone Number (optional) |  |
| Email Address |  |
| UCU membership number |  |
| Full time/part time/hourly paid: |  |
| Contract type: fixed-term/permanent |  |
| Annual gross income less than £30,000? | Yes / No (delete as appropriate) |
| Bank name: |  |
| Name of account holder: |  |
| Account Number: |  |
| Sort Code: |  |

Please provide a clear statement of the times when you were on strike. For full-time employees, this will simply be a list of days. For part-time or hourly paid, please specify also which parts of each day would have been paid work.

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Please indicate the nature of the hardship caused by the pay deduction. It is not our intention to pry but we will have to make decisions about which cases to prioritise on the basis of need. Relevant information here might include: normal income level, financial responsibility for others, casual or fixed-term contract, caring responsibilities, presence or absence of other income in a household, exceptional personal financial situation.

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Declaration: I confirm that I took strike action on the days stated, that the other information provided is correct, and that I am not claiming, in total from all sources, more than the income lost due to the strike.

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