# **Aston University UCU Branch Local Hardship Fund Industrial Action to Defend Our Pensions – November and February to March 2023**

Please read the following information and then complete the claim form at the end. Further clarification can be found [on the website](https://www.astonucu.org/node/21) where this form was obtained if required.

## What evidence is needed to support a claim for compensation?

Applications to the Local Hardship Fund must be accompanied by evidence of pay deduction (i.e. copies of the relevant pay slips from Aston University) for the days for which you are claiming. We also need your preceding payslip, to calculate your actual loss.

This is essential to avoid liability for tax on the compensation paid. Claims cannot be paid without this evidence. However, we can assure you that your payslip will be treated in a strictly confidential manner. Scanned pay slips can be submitted in PDF or JPEG format.

We will retain documentation for audit and HMRC purposes.

## In what circumstances might claims be rejected?

Claims not accompanied by the evidence of pay slip(s) showing the deductions will be rejected.

Claims will **not** be paid for

* non-members;
* members in arrears of their subscription;
* members not paying the correct UCU subscription according to their annual earnings.

All claims are at the discretion of the union – UCU Aston Branch reserves the right not to meet a claim if it is not satisfied about the eligibility of the claimant, the details of the claim itself or the supporting evidence.

## How will successful claims be paid?

Payment will be made by Cheque or BACs to your nominated bank account at the time of the claim. Please ensure that you enter correctly all the bank details. UCU may not be able to recover any payments sent to an incorrect bank account and, if that occurs, we regret it may not be possible to make a further payment from the Fund to recompense for the mis-directed payment.

## Special circumstances

If you are need of financial assistance resulting from the docked pay, for example if you are hourly paid and lost a significant proportion of your weekly earnings, you will be given priority of payment if you select “yes” to the special circumstances button on the claim form. We may ask you for additional evidence in these circumstances. But in no case can payments be made in excess of your actual loss.

# APPLICATION FORM: CLAIM TO ASTON UCUC LOCAL HARDSHIP FUND

To apply to the Local Hardship Fund, please complete the form below.

|  |  |  |  |
| --- | --- | --- | --- |
| YOUR DETAILS | | | |
| Forenames |  | Last Name |  |
| UCU membership number |  | Daytime telephone number |  |
| Email address |  | I am full-time / part-time |  |
| Have you, or will you, make a claim to the national Fighting Fund in relation to the current dispute?  Yes/No | | Do you want to claim special circumstances?  Yes/no | |
| LIST THE DATES YOU WERE ON STRIKE | | | |
| December: | |  | |
| We expect you to claim **ALL** that you are entitled to from **THE NATIONAL FIGHTING FUND BEFORE LOCAL** | | | |
| Total amount you will/have claim | £ | | |
| YOUR BANK DETAILS Payment will be made by BACS to the bank account which you detail below | | | |
| Bank Name |  | Account name |  |
| Account Number |  | Sort Code |  |

You must send a scanned copy of each payslip.

If you are claiming special circumstances, please explain what these are and what evidence you can provide to support your claim. Evidence related to your employment status and pay should be attached to this claim. Other evidence is not needed at this stage but may be requested by the Aston UCU branch panel that is administering claims.

**Description of special circumstances, and of supporting evidence**

**Declaration:**I confirm that:

1. I took industrial action on the days specified
2. The information in this form is correct.
3. I meet all the eligibility criteria for the Aston Local Hardship Fund as specified in the Information for Claimants accompanying this form

|  |  |
| --- | --- |
| Signature | Date |

Sign this form, scan it (pdf or jpeg format), and email your claim form and supporting evidence to [raig1@aston.ac.uk](mailto:raig1@aston.ac.uk) with **‘Aston UCU Hardship Fund’ in the subject line**