

Rental Deposit Loan Scheme Application Form

The Scheme is open to all new starters who have accepted a written offer of employment, and existing employees who have a contract of employment with the University of Cambridge.

Personal Details		
Title		
Surname		
Forename(s)		
Date of birth		
Email address		
Contact phone number		
Job title		
Institution/Department		
Personal reference number (if known)		
Last four digits of your bank account		
Employee Status		
Please circle yes or no for each of the following questions:		
Have you previously been declared bankrupt?	Yes / No	Details:
Do you currently hold <u>any other</u> loans from the University of Cambridge, or have a loan application pending?	Yes / No	Details:

Have you previously been issued a loan under this Scheme, <u>and</u> your application was refused?	Yes / No	Details:
The following questions are only applicable for <u>current</u> employees of the University:		
Have you served notice terminating your employment or received notice from the University terminating your employment?	Yes / No	Details:
Are you subject to disciplinary proceedings?	Yes / No	Details:
Are you subject to an active final written warning?	Yes / No	Details:

Loan Details		
Who is the loan for?	<input type="checkbox"/> Applicant only	
Loan amount		
<i>Please refer to the cost calculator available here before completing the following section. The maximum loan value that can be applied for under the Rental Deposit Loan Scheme is £3,000.</i>		
Expense	Individual	Total
		£
		£
		£
		£
		£
Total loan applied for		£

Affordability assessment

Before making a loan, the University reserves the right to carry out a creditworthiness assessment of the borrower. This requires the University to consider the affordability of repayments under the loan, and whether making the loan would impact adversely upon the borrower's financial situation. The University reserves the right to undertake a credit check if deemed necessary.

Please provide details of your financial commitments, as follows:

Mortgage / Rent payments (expected or current)	£
Existing Loan Commitments	£
Travel Costs (if applicable)	£
Other Material Expenses	£

Bank details

For current employees, the loan will be paid into the bank account into which your monthly salary is paid. No further evidence is required.

For new employees, you must attach the following to this application form:

A print-out/screenshot of your UK bank account details, including the name of the account holder, or a copy of your completed CHRIS22 form.

Applications will not be processed until we receive this information.

The information in this application form is true to the best of my knowledge and belief.

Employee signature

Date

PLEASE SCAN/RETURN THE COMPLETED/SIGNED FORM TO:

hrrentalloan@admin.cam.ac.uk

HR Reward Team
South Room
The Old Schools
Trinity Lane
Cambridge
CB2 1TN