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| Ref No: |  |



Form HR55: Rental Deposit Loan Scheme Application

Please complete and send to your Department Administrator or recruiter in your institution for processing.

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| --- | --- |
| **Full Name** |  |
| **Job Title** |  |
| **Institution/Department**  |  |
| **Institution/****Department Administrators name** |  |
| **Institution/****Department Administrators contact details** |  |
| **Employee Current Home Address** |  |
| **Email Address**  |  |
| **Payroll Number**  |  |
| **Contract end date** |  |
| **Bank & Branch Name** |  |
| **Sort Code** |  |  | **-** |  |  | **-** |  |  |
| **Account Number** |  |  |  |  |  |  |  |  |
| **Building Society account number (if applicable)** |  |
| **Full amount of loan required** |  |
| **Purpose of Loan** |  |
| **Address of property** |  |
| **Proposed moving date** |  |
| **Please tick “yes” or “no” for each question:** |  |
| **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 [which may result in dismissal]?** |  Yes / No | Details |
| **Are you subject to an active final written warning?** |  Yes / No | Details |
| **Have you previously been declared bankrupt?** |  Yes / No | Details |
| **Are you eligible to work in the UK?** |  Yes / No | Details |
| **Have you taken out any other employee loans through the University?** |  Yes / No | Details |
| **Have you previously made an application for a Rental Deposit Loan from the University?** |  Yes / No | Details |
| **If yes, please detail amount received and date loan granted** | Amount: Date:  |
| **If your application was declined, please give reasons** |  |

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

**Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For office use only**

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| **Staff type** |  |
| **Employee Grade** |  |
| **Department Code** |  |
| **Basic Pay (Based on employee pay point)** | **£** |
| **Any additional pay agreed** | **£** |
| **Date additional pay expires** |  |
| **Total Pay** | **£** |
| **Written acceptance of job offer received** | **Y / N** |
| **Right to work checks successful** | **Y / N** |
| **Net monthly pay check complete** | **Y / N** |
| **Signed loan agreement received** | **Y / N** |
| **Evidence of loan purpose received** | **Y / N** |
| **Approved loan value amount** | **£** |

**Department signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name in capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **For Finance Division use only** | **Initials**  | **Date** |
| **Information complete and verified** |  |  |
| **Entered** |  |  |
| **Verified** |  |  |
| **Authorised (1)** |  |  |
| **Authorised (2)** |  |  |
| **Execution Date** |  |  |
| **Conformation sent to department** |  |  |

**Finance signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Notes** |

**Loan Agreement**

This Agreement sets out the terms on which the University is prepared to advance you an interest free loan of £[ ] (‘the Loan’) in accordance with your Rental Deposit Loan Scheme Application dated [INSERT] (‘the Application’):

* The information you have provide in your application must be true and accurate
* You must have acceptance any University job offer in writing.
* You must have satisfied all University right to work checks.
* The Loan must only be used for the purposes stated in your application.
* The University will make deductions in 10 equal monthly instalments from your salary for the purposes of repayment of the Loan. You authorise the University to make deductions from your salary until the Loan is discharged. The University will deduct the first repayment instalment from your salary in the month following the month in which the Loan is made.
* In the event that you leave your employment for any reason, before completion of repayment of the Loan, you will be required to reimburse the University for the outstanding amount of the Loan. You consent to a deduction equivalent to the outstanding balance of the Loan being made from any final payments due to you. (Pay for the purpose of this Agreement includes, but it not limited to, salary, holiday pay, overtime, expenses, allowances and bonuses).
* In the event that your final pay is insufficient to allow for the whole of the final deduction of the Loan repayment, you will be required to make a separate payment to the University, to be paid immediately on the termination of your employment.
* A copy of the receipt for the deposit and/or evidence of tenancy deposit protection must be provided within 30 days of receipt of the Loan. Failure to do so will result in full payment being required immediately.
* If you embark on extended period of unpaid leave you must notify the University’s Payroll section in order to discuss any revision to the repayment schedule.
* If you do not comply with the terms of this Agreement, it may be terminated and immediate repayment of the Loan may be required.
* If you do not repay the Loan in accordance with this Agreement, the University may take legal action to recover the amount outstanding.
* The Loan may constitute a taxable benefit in which case you will be responsible for the payment of all tax and National Insurance due.

By signing and dating below, you confirm that you have read, understood and accept the above terms:

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**