**Relocation Loan Scheme Application Form**

The Scheme is open to all new starters who have accepted a written offer of employment, and/or existing employees who have a contract of employment with the College and are relocating to within a 20 miles’ radius of the College. The loan would be solely for the purposes of removal costs, security deposit, first month’s rent and/or any legal or administration fees associated with moving into or between accommodations.

|  |  |
| --- | --- |
| **Personal Details** | |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Date of birth |  |
| Email address |  |
| Contact phone number |  |
| Job title |  |
| Last four digits of your  bank account |  |
| Employee Status |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Loan Details** | | | | |
| Who is the loan for? |  Applicant only | | Loan Amount | |
| *The loan can be up to the value of three months’ net pay, or up to a maximum of £5,000 whichever is the lesser amount. If the loan is granted the employee will authorise the College to deduct 12 equal monthly payments directly from their salary and agree to an extended period of notice of 12 weeks once they have passed their probation period until the loan is repaid.* | | | | |
| Expense | | Individual | | Total |
|  | |  | | £ |
|  | |  | | £ |
|  | |  | | £ |
|  | |  | | £ |
|  | |  | | £ |
| Total loan applied for | | | | £ |

|  |  |
| --- | --- |
| **Affordability assessment**  Before making a loan, the College reserves the right to carry out a creditworthiness assessment of the borrower. This requires the College to consider the affordability of repayments under the loan, and whether making the loan would impact adversely upon the borrower’s financial situation. The College 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 | £ |

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| **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.  **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 return the completed form to** | hr@clare.cam.ac.uk |

**Please tick here give consent to the College to process and store your personal information \***  
 Clare College takes your privacy seriously. We will only use your personal information to process and administer your request and to provide you with the services you have requested from us. Clare College processes and stores personal information in accordance with data protection legislation and in accordance with the [College’s Data Protection Policy](http://www.clare.cam.ac.uk/Data-Protection-Scheme/).