

Financial Assistance Application Form for Chartered, Fellow and Associate members

Guidance Notes

1. The London Institute of Banking & Finance is able to assist members who are experiencing genuine financial difficulty in maintaining their annual subscriptions.
2. It may be necessary to provide proof. The London Institute of Banking & Finance is not responsible for any charges incurred by members in providing substantiating documents eg medical certificates.
3. Any arrangements are for the subscription period in which the application is made only and are at the discretion of The London Institute of Banking & Finance. (The membership subscription period is 1 January to 31 December).
4. Redundancy: The London Institute of Banking & Finance is prepared to consider applications from Members who are experiencing financial difficulties, and who are actively seeking employment. Membership will be maintained for a maximum of two years only but special circumstances will be considered. Any arrangements must be renewed annually.
5. Ill Health: Consideration can only be given when the members will be hospitalised - or unable to return to work, for a period of six months or more.
 - a. An up-to-date medical certificate or doctor's letter must be provided, indicating as far as possible how long the member will be away from work.
 - b. Any arrangements must be renewed annually and be supported by a medical certificate.
 - c. Subscriptions can be reduced or waived for up to two years and in cases of long-term illness members may be offered the Retired Members' Scheme until they return to employment of two days (14 hours) or more a week.
 - d. In cases of terminal illness all future subscriptions may be waived at the discretion of the Institute of Financial Services.
6. Hardship: Consideration can be given in instances where members are experiencing difficulty in maintaining membership subscriptions due to financial hardship, even though they may be in either part-time or full-time employment and the member should advise all relevant details.
 - a. Any arrangement must be renewed each year and supporting confirmation provided.
 - b. Any arrangement is for a maximum of two years. However special circumstances (with supporting confirmation) can be considered.

If you are unsure about any aspect of the application process, please contact Membership Services on + 44 (0)1227 818609 or email membership@libf.ac.uk and we will be pleased to help you

Please complete this form in BLOCK capitals and email to: membership@libf.ac.uk

Financial assistance with subscriptions is intended to help members to stay in touch with The London Institute of Banking & Finance by continuing to take part in Professional Network activities and using other LIBF facilities, such as KnowledgeBank.

YOUR DETAILS

Membership number (if known) _____	Title (eg Mr) _____
First name(s) _____	Last name _____
Date of birth _____	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Private address _____ _____	
Postcode _____	Daytime tel _____
Organisation (if applicable) _____	
Reason for financial assistance (please explain briefly your reason for applying for financial support)	
_____ _____ _____ _____	
Signed _____	Date _____

USING YOUR PERSONAL INFORMATION

We will use and protect your personal data in accordance with current data protection legislation to process your application. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our Privacy Notice (www.libf.ac.uk/privacy).

DECLARATION

I declare that the information contained in this form is true and accurate and agree to abide by The London Institute of Banking & Finance Code of Ethics

Signed* _____ Date _____