

## **J4CS Hardship Fund - Guidance for Members**

The J4CS Hardship Fund provides support to CUCU members who are boycotting college supervisions and there is loss of income for taking part.

The J4CS Hardship Fund relies solely on donations and therefore may not always have sufficient funds to support all members that may apply. The Hardship Panel asks that only those **in need** apply. The panel reserves the right to adjust payments or refuse payments.

### **Eligibility**

To be eligible to make an application to the fund you must meet the following criteria:

- Be a current member of the union. Please note that *no payment can be made for members who are in arrears or paying at an incorrect subscription level.*
- Have taken part in the supervision boycott.
- Have lost income as a result.
- Be a supervisor for any of the 31 Colleges. This includes first-time supervisors (i.e. people that were offered supervision work for the first time but that declined it to participate in the boycott).
- Be able to supply evidence showing the amount of income lost (or supervisions not undertaken) in respect of each supervision boycotted.
- Have made the application to the J4CS Hardship fund within 3 months of the last boycotted supervision.

The Hardship panel welcomes applications also from those workers who are classified as self-employed who were offered to undertake supervisions, but who have declined supervision work due to the boycott.

### **What evidence is needed to support an application for financial support?**

Evidence that the supervision had been offered but was declined by the member to participate in the boycott (like an email exchange), will need to be supplied for the claim to be considered. Applicants are strongly encouraged to supply accompanying evidence (i.e. departmental documents outlining how many supervisions a student would receive in a given paper or email exchanges with those organising supervisions stating how many supervisions would be undertaken) to assist the funding panel in making a decision.

### **Exceptional Advance Payments and Repayment of Advances**

The J4CS Hardship Fund can, in exceptional circumstances, provide funding in advance of evidence, in anticipation that the appropriate evidence will be provided within 1 month and that the member is fully eligible to receive hardship funding. These are 'advance' funds.

If the applicant is found to be not to meet the criteria listed above under "Eligibility", or if suitable evidence is not provided, the advance must be repaid in full.

### **What happens if the employer reimburses my lost income?**

If this happens, we expect you to repay any payment you receive from the J4CS Hardship fund within 3 months of receiving the reimbursed pay from the employer. This will allow us to maintain the fund to support members in the future.

### **How will I be paid?**

The application asks you to provide your bank account details. Payment will be made by BACS (bank transfer) only. **Please ensure that you correctly enter all the bank details, as we may not be able to recover payments sent to an incorrect bank account.** If this happens, we regret it may not be possible to make a further payment from the fund to compensate for a mis-directed payment.

### **What will I be paid?**

It is expected that the maximum payment per member will be \*£26 or \*£20 per missed supervision - dependent on number of supervisions boycotted, and the total payment may be capped. Applications are dealt with on a case-by-case basis and the amounts awarded may vary according to members' circumstances. Payment from the J4CS Hardship Fund cannot amount to more than the loss of income from boycotted supervision(s).

The Hardship panel can apply discretion to the amount paid, where it feels it is most needed. If you feel you would qualify for further discretion, please make this evident (with back up information) via your application.

### **When can payment be expected from the J4CS Hardship Fund?**

The Hardship panel for the J4CS Hardship Fund will endeavour to process applications and make payments as quickly as possible after receiving evidence of deductions. If a member's application for support is approved, then the Branch will endeavour to make payment of the funds within 3 weeks of the application being received.

If there are significant personal circumstances leaving the member vulnerable (e.g. with essential unpaid bills or at risk of exceeding an agreed overdraft) special application may be sought for funding to be approved and granted *in advance* of evidence being made available to the branch. Please see above under 'advance'. In these cases, members should make their request in writing by email to [hardshipfund@ucu.cam.ac.uk](mailto:hardshipfund@ucu.cam.ac.uk) at least 3 weeks before the date funding is absolutely required.

Payment from the fund is tax free. For sources of advice on tax, see [the CAB guidance](#).

### **The application procedure and process**

Any request for funding will be considered fairly and in strictest confidence by a panel appointed by the Branch Executive.

In keeping with the Union's commitment to transparency and good practice, the panel will include an independent representative (a branch member, not connected to the executive committee with casework experience) who will be charged with monitoring equality issues; the Branch Treasurer; and another member who will have knowledge of the J4CS campaign. The identity of the claimant will be withheld during the full decision-making process.

To apply to the J4CS Hardship Fund, please complete the [Hardship Application Form](#) and submit to [hardshipfund@ucu.cam.ac.uk](mailto:hardshipfund@ucu.cam.ac.uk) mailbox.

### **Appeals**

Appeals can only be made on procedural grounds and should be addressed to the Branch President, who will review the matter in conjunction with another member of the Executive Committee.