**Membership fee support (hardship) fund application form**

# Important information

1. We’re offering this fund to RCOT members, living and working in the UK, who are in one of our following membership categories:

* Self-employed
* Professional
* Associate (not Associate Apprenticeship members)

1. Our fund supports eligible RCOT members to have reduced membership fees for up to one year.
2. You must be an RCOT member for a minimum of one year before applying. Our fund isn’t available to pre-registration students or post-registration members studying full-time, overseas, apprenticeship or retired members.
3. If you need help completing the form, please email [professional.advisoryservice@rcot.co.uk](mailto:professional.advisoryservice@rcot.co.uk) or call 020 3141 4630 and leave a message with your contact details. We’ll be in touch as soon as possible to help you through the process.
4. Please send your completed form and supporting paperwork to [professional.advisory service@rcot.co.uk](mailto:professional.advisory%20service@rcot.co.uk).

# Section one: applicant details

|  |  |
| --- | --- |
| Name: |  |
|  |  |
| RCOT membership number: |  |
|  |  |
| RCOT membership category: |  |
|  |  |
| Address: |  |
|  |  |
| Postcode: |  |
|  |  |
| Phone: |  |
|  |  |
| Email: |  |

# Section two: request for membership fee support

Please tell us why you’re applying for help with your RCOT membership fees. (approx. 250 words).

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## RCOT membership fees payment

If we approve your application, we’ll let you know via email and your membership payment plan will be adjusted.

## Declaration

* In line with RCOT’s professional standards, I agree that all the information I’ve provided in the application form is true and correct.
* I will inform RCOT of any change in circumstances that I may have during the application process.
* I agree to the information on this form and any supporting paperwork being held in the Charity’s database for the sole use of the Charity’s records to process this and any future applications.

We‘re committed to making sure we handle all data which we hold about you in a safe and responsible manner and in accordance with the General Data Protection Regulations 2018.

RCOT may disclose my personal data if required to do so by our regulators or law enforcement. For a copy of our privacy policy email: [professional.advisoryservice@rcot.co.uk](mailto:professional.advisoryservice@rcot.co.uk).

I agree:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Please make sure you have agreed to the declaration above by ticking the box and signing this form. We’re unable to process your application unless this is done.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

Please email your completed form to [professional.advisoryservice@rcot.co.uk](mailto:professional.enquiries@rcot.co.uk)

**We will contact you with our decision within seven working days of the application deadline. If your request is approved, the deduction in your fees will become effective from 1 October 2024 until 30 September 2025.**

**Our decision is final, and we will not enter into any correspondence about the merit of an application.**