Student Guidance for unionlearn Discount 2019/20

1. Process for obtaining the unionlearn discount

To submit the form, please return:

- in person to Cash Office, behind Student Services (Ground Floor of Birkbeck Main Building) **OR by email to feesinv@bbk.ac.uk**

NB: If sending electronically, the union rep can send it from a **recognised union email address** which will serve as validation in lieu of a signature.

2. FAQ

I'm a union member who is interested in studying at Birkbeck and taking up the trade union discount. What do I do?

You can **come along to an Open Evening** to meet current staff and students, **do some research into available courses** and **attend free events to support you with the application process**. Depending on the mode of study, you will either need to make an application for the course through **UCAS** (full-time courses) or direct to the **Birkbeck website** (part-time courses). Eligibility for the trade union discount is not a guarantee that you will be accepted onto the course you are applying for. This decision, across all levels and disciplines, is made by an admissions tutor and sits outside of this discount process. For further assistance with the application process, please contact the Access and Engagement team on **union-learning@bbk.ac.uk**. If there is sufficient interest in your branch, we can also run a group workshop for a group of members so get in touch.

**What is the eligibility criteria to receive the unionlearn discount?**

To receive the discount for the academic year 2019/20, you must have been a member of a **recognised TUC affiliated Trade Union** for a **minimum of 3 months** prior to the

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start of the academic year, Monday 30 September 2019. Members can obtain a 10% discount off course fees for programmes at both undergraduate and postgraduate level and short courses. Students who are being sponsored are not eligible for the discount.

If I apply for the discount, why do you want to pass on my details to the union?

In order to enable Birkbeck and your union to monitor the impact and uptake of the unionlearn discount, we ask for your consent to share your: full name; programme of study; mode of study (full-time or part-time). Your union may also require this information in order to demonstrate how they are providing government funded learning support. With your consent we will also pass on aggregated demographic data on: ethnicity; gender; disability; previous qualifications. This is handled carefully to ensure that there is no risk of compromising your confidentiality. To discuss this further or if you have any concerns, please email union-learning@bbk.ac.uk

How can I find out who should sign off my verification form?

Anyone associated with the union should be able to sign it off, provided they can verify your current membership, membership number and length of membership. If you have difficulties finding the correct person, you can email union-learning@bbk.ac.uk for assistance with this.

I want to know what further support might be available to me at Birkbeck / I want to share the story of my journey to Birkbeck

All union members accepted onto a course of study at Birkbeck can contact the Access and Engagement Team to discuss their needs and ways of raising the profile of union learning at Birkbeck. Email: union-learning@bbk.ac.uk for information on:

- student support available at Birkbeck
- participating in case studies, Birkbeck events, blogs and attendance at events
- promoting the discount and Birkbeck within a particular branch or union

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