

## UNION MEMBER DISCOUNT 2022/23: UNION FAQ

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**One of our members wants to claim the union at Birkbeck and has asked me to verify their membership status. What do I need to do?**

Anyone from within the union with access to the membership records to verify the member's current status and length of membership can approve their discount claim. The confirmation email must come from a **recognised union email address in lieu of a signature**.

Please send an email with the member's full name, membership number and their current membership status and length of membership to [feesinv@bbk.ac.uk](mailto:feesinv@bbk.ac.uk). This confirmation email must be received **within 28 days of the member enrolling at Birkbeck** for the discount to be applied.

If the member is claiming the discount for the first time, you will also need to confirm that to the best of your knowledge, they do not have a first degree as this is one of the eligibility criteria for new applicants.

**What is the other eligibility criteria to receive the union learn discount?**

Details of the eligibility criteria and application process can be found on the [Discounts page of the Birkbeck website](#).

**I want to know more about data sharing between Birkbeck and the unions**

When the member applies for the discount, they are required to give their consent for their union to pass on to Birkbeck their: full name; membership number; membership status and length of membership so that their discount can be applied.

On the application form for the discount, members are also asked to give consent for their name, programme of study; mode of study (full-time or part-time) to be supplied to the union on request to allow them to monitor the impact and uptake of their members studying at Birkbeck. Without consent, this data cannot be shared.

**I'm a Union Learning Rep and want some help supporting learners interested in going to university for the first time**

We have free resources and support to help support union members without a first degree on their journey to university. The resources can be used in any setting and may form the basis of learning conversations with learners when discussing awareness of higher education, interests and reasons for returning to study and readiness for higher education. For further information visit our [Get Started Moodle site](#) and click 'login as Guest'.

If you would like support with delivering a workshop or information about studying at university, please email [union-learning@bbk.ac.uk](mailto:union-learning@bbk.ac.uk) to discuss your requirements. We also have a number of member case studies on file, please contact us for details.