

Union Learn verification letter: Academic Year 2018/19

Congratulations on starting your study journey with Birkbeck, University of London.

We are pleased that you are able to benefit from the long-standing partnership between Birkbeck University of London and Union learn.

To ensure that you receive the Union Learn discount, we require you and your Union Learn representative (ULR)/Full time officer, to complete the information highlighted in your designated sections below.

We look forward to welcoming you to Birkbeck, University of London.

Birkbeck Student

1. **Birkbeck Student number:** Click here to enter text.
2. **Student name:** Click here to enter text.
3. **Programme of Study:** Click here to enter text.
4. **Trade union:** Click here to enter text.
5. **Membership number:** Click here to enter text.
6. **Membership Start Date:** Click here to enter text.
7. **Student signature:** _____

In order to be eligible to receive the Union learn course fee discount, you must complete the following:

- Once invited to enrol you must enrol on your programme, and **within 28 days of enrolment** bring/send a complete signed copy of this letter to the Student Advice Service, Birkbeck, Malet Street, London WC1E 7HX or email a copy to feesinv@bbk.ac.uk If applying to a programme of study and not open access modular study, the success of your application will be determined by an Admissions Tutor. Please note: Eligibility for the discount is not a guarantee of acceptance onto your chosen course.
- You must consent to Birkbeck sharing the following details with your union for the monitoring of impact and uptake of the Union Learn discount:
 - Full name
 - Programme of study
 - Mode of study
 - Aggregated demographic data: Ethnicity, gender, disability, previous qualifications

Yes, I consent to Birkbeck, sharing my details with above named Trade Union

All Union Learn members accepted onto a course of study at Birkbeck have the opportunity to meet with Birkbeck's Access & Engagement Team. Email: getstarted@bbk.ac.uk for more information on:

- discussing student support available at Birkbeck and ongoing support from Union Learn
- participating in case studies, Birkbeck events, blogs and attendance at relevant events

Union Learn representative/Full time Officer

This is to confirm that I (ULR/Full time Officer) support the above named students' application for study at Birkbeck, University of London and:

- can confirm that the above named student is a member of the [Click here to enter text.](#)
Trade union
- have met with the above named student and in accordance with the toolkit for 'Supporting union learners into higher learning' we have explored the member's awareness of higher education, interests and reasons for returning to study and readiness to return to higher education..

1. ULR/Full time officer Full name: [Click here to enter text.](#)

2. ULR/Full time officer Contact number: [Click here to enter text.](#)

3. ULR/Full time officer Email: [Click here to enter text.](#)

4. Date [Click here to enter text.](#)

5. Signature: _____