

WANDSWORTH COUNCIL

APPLICATION FOR AN INTEREST FREE LOAN FOR A NEWLY QUALIFIED TEACHER OF UP TO £1000

Completed form to be returned to:

Janet Marshall, Finance Officer,
Contracts and Human Resources,
Children's Services Department,
Wandsworth Borough Council,
3rd Floor, New Building,
Town Hall, Wandsworth High Street,
London SW18 2PU.

For queries about this form, please telephone 020 8871 8263.

PERSONAL DETAILS

Surname..... (Mr/Mrs/Ms/Miss)

Forename(s)

Department Staff no

Home address.....

.....

.....

Location/School

Work tel no..... Home/mobile no

DECLARATION

The details given above are correct and I hereby apply for a loan of
£..... (amount)

I have read the conditions below and agree to be bound by them. On giving
notice to leave the Council I undertake to advise Contracts and Human
Resources Section immediately.

Signature..... Date

AUTHORISATION To be completed by the Chief Officer

I confirm that the details given are correct as far as I am aware and I recommend that the loan be granted.

Signature Date

CONDITIONS

1. In consideration of the loan made to the employee by the Council, the employee agrees to make twelve monthly repayments to the Council on the last day of each month by deduction from salary until the whole loan has been repaid.
2. The Council shall be entitled to deduct each monthly instalment as it falls due from the next payment of the employee's salary.
3. If before the whole of the amount loaned has been repaid to the Council by the employee as provided in Condition 2 the employee shall:-
 - 1) cease to serve the Council for any reason whatsoever; or
 - 2) fail to observe any of the conditions of the loan; or
 - 3) become bankrupt; or
 - 4) make any composition or agreement with creditors; or
 - 5) die;

the whole of the amount remaining on loan to the employee shall immediately become payable to the Council by the Employee or in the case of death by the Employee's personal representative.

4. In the event of any amount under the loan becoming repayable as provided in Condition 3 hereof the Council shall in addition to exercising all other legal or equitable rights and remedies be entitled to deduct such amount from any sum that may be or become due to the employee from the Council whether by way of salary, refund of superannuation contributions, or otherwise.
5. The employee may at any time during the continuance of the loan repay to the Council any balance on the loan then outstanding and owing to the Council.
6. **Please note this loan is only available to Wandsworth schools that use the Council's payroll.**

FOR FINANCE USE ONLY

To: Payroll Section

Pay under code 764001

Recover under code 764051

Please make arrangements for recovery of £..... Loan over 12
months beginning

Signature..... Authorised Certifying Officer