



## Qualifying Benefits Discount Policy

### Background

The fees and charges page of the website contains the following statement:

*The club offers a 50% discount on membership and joining fees for persons in receipt of Universal Credit or similar qualifying benefits - please contact the Membership Secretary for more information.*

This policy sets out how members or applying members can qualify and apply for these discounts.

### Qualifying benefits and evidence required<sup>i</sup>

Benefit	Proof required
Universal Credit	Show your Universal Credit statement, either on your mobile app or a paper copy
Working Tax Credit	HMRC letter confirming Working Tax Credit
Child Tax Credit	HMRC letter confirming Child Tax Credit
Pension Credit	Department of Work and Pensions letter of confirmation
Employment and Support Allowance	Department of Work and Pensions letter of confirmation
Income Support	Department of Work and Pensions letter of confirmation
Jobseeker's Allowance	Department of Work and Pensions letter of confirmation

### Procedure and renewal

Speak to the Membership Secretary and arrange to meet in person and provide the evidence as shown. The Membership Secretary has absolute discretion to decide whether the evidence is sufficient but may consult an Officer of the Club if they wish to seek a second opinion.

If the concessionary rate is agreed, this is valid for a period of one year. The applicant may apply in subsequent years but must provide up to date evidence showing that they are still on a qualifying benefit. There is no limit to how many years they can receive this discount.

### Privacy

If the Membership Secretary approves the discount, s/he will instruct the book keeper to set up the membership repeat invoice using the relevant 'class of membership' rate but apply a 50% discount directly in the Xero invoice.

The membership secretary will maintain a written log held in a secure location of those people who receive the discount. This will not be provided to Council though the overall number of people receiving this benefit will be reported to Council each quarter.

No other records will be kept or published on which members receive this discount.

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<sup>i</sup> The wording for this section is borrowed from the Royal Museum Greenwich concessionary pricing scheme.