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# Information about Concessions Scheme

## **THE SCHEME WILL INCLUDE HELP TOWARDS:**

- Conference Fees for Retired Members
- Conference Fees for Student Members
- Conference Fees for Unemployed Members
- Conference Fees for Members on Low income
- Conference Fees for Members without a substantial or main employer
- Travel costs of any member resident in the UK whose costs by the cheapest available rail/air fare to London exceed £50 (and whose employer, where there is one, will not meet travel costs).
- Care costs for dependents.

## **HOW MUCH?**

There will be no fixed amount for the concessions. However the sort of maximum figures that the trustees will normally consider towards Conference fees is £150. Towards travel costs NAEGA will normally meet the difference between £50 and the actual fare. The maximum contribution towards care costs is likely to be £75. The travel and care costs concessions can be awarded in addition to concessions for Conference fees.

## **PAYMENT**

1. For concessions that reduce the Conference Fee, the trustees will issue a Concessions Voucher that should accompany the Conference Booking form together with a cheque for the remainder. INVOICES cannot be issued where such a concession is awarded.
2. For care cost and travel concessions, delegates will receive a NAEGA cheque on registration at London.

## **PROCESS**

Applications for concessions will be considered on a first-come-first served basis. The trustees will try to make decisions within 10 days of receiving an application. No applications will be processed after 15th June 2001. The application form is relatively simple to complete.

Applicants in full-time or substantial employment will be required to show that they have asked their employer for assistance to attend and /or meet travel costs and that this has been refused. (Usually by providing a copy of a letter of refusal from the employer).

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**CONFIDENTIAL**

# Conference Concessions Scheme Application Form

Name \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAEGA Membership No \_\_\_\_\_

**Please tick as appropriate and give any additional information requested**

**RETIRED**

I am retired and have no other income than my pension

If retired but you have other income please give your net monthly income  
(pension + earnings etc) = £\_\_\_\_\_

**STUDENT**

I am a full time student at \_\_\_\_\_(name of institution)

If you are a part time student but have no other earnings please give details

\_\_\_\_\_

\_\_\_\_\_

If you are a part time student and have other income  
please give a total net monthly earnings figure £\_\_\_\_\_

**UNEMPLOYED**

I am unemployed.

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**LOW INCOME**

I consider my income to be low and my employer is not prepared to pay the Conference Fee.

Please give your net monthly earnings and details of the employers refusal to sponsor:

(Normally a copy of a letter of refusal will be required). £\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NO MAIN EMPLOYER**

I have no main or substantial employer. Please give net monthly earnings £\_\_\_\_\_

**CARE COSTS**

I am responsible for the care of \_\_\_\_\_  
(give brief details of the position and wish to be considered for a concession of £\_\_\_\_\_ (you give details of the sum you require or feel is appropriate) towards the costs of this care whilst I attend the NAEGA Conference.

**TRAVEL**

My train / air ticket to London has been priced at £\_\_\_\_\_ (and give details of route and the basis of the estimate. My employer (where appropriate has refused to assist with travel costs.

NB Although travel bursaries will normally be considered on the basis of the cheapest rail/air fare, the trustees will consider other means where there are special circumstances. In which case give brief details.

\_\_\_\_\_

\_\_\_\_\_

I certify that the information I have given on this form is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return the form to:

Jonathan Brown, 1 Westfield Park, Gosforth,  
Newcastle upon Tyne, NE3 4XX.

Or e-mail [jfb2@tutor.open.ac.uk](mailto:jfb2@tutor.open.ac.uk)

Or phone 0191 285 7445 who will also answer queries about its completion.

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