## 

APPLICATION FOR ANNUAL LSESU GYM MEMBERSHIP LOAN

Please complete the fields below, then email the completed form to Finance Division - Payroll ([fin.div.payroll@lse.ac.uk](mailto:fin.div.payroll@lse.ac.uk)).

**Applications must be received by the** [**payroll deadline**](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/info.lse.ac.uk/staff/divisions/Finance-Division/assets/documents/payroll/PDF/Payroll-Deadlines-2022-v110122.pdf) **to begin membership for the first day of the following month (e.g. for gym membership starting in February applications would need to reach Payroll by January deadline).**

# PERSONAL DETAILS

First Name: **Click here to enter text.**

Surname: **Click here to enter text.**

Employee Number (This can be found on your payslip): **Click here to enter text.**

Department/Division: **Click here to enter text.**

# APPLICATION DETAILS

Start date of gym membership (must be first day of the month): **Click here to enter a date.**

**DETAILS OF LOAN AND DEDUCTIONS FROM PAY**

Annual membership of the LSE Student Union GYM is £300.00

Note: This amount will be paid directly to LSE Student Union Gym on your behalf and deducted from your salary in twelve monthly instalments of £25.00.

I, **Click to enter full name here** have read and agree to abide by the terms and conditions of issue outlined below.

Date: **Click here to enter a date.**

**Please email this form to** [fin.div.payroll@lse.ac.uk](mailto:fin.div.payroll@lse.ac.uk)

# FOR FINANCE DIVISION – PAYROLL USE ONLY (last updated 25/10/2022 NS)

Input by: …………… Date: …… / …… / …… Checked by: …………… Date: …… / …… / ……

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**CONDITIONS OF ISSUE**

1. Applications may be made by any member of staff of the School for a loan to cover the cost of an annual gym membership of the LSESU gym, provided that the member of staff’s contract of employment is not due to expire before the last date of the membership, the member of staff has completed at least 3 months’ service, and the member of staff has no more than 1 month’s payment outstanding from any previous gym loan.
2. The loan will be interest-free and repayable by twelve monthly instalments to be deducted from salary commencing in the month that the advance is made.
3. If the borrower under this scheme leaves the school, any outstanding balance will be deducted from the borrower’s final salary payment. Any residual balance that remains outstanding following this deduction will require further payment. Please note that payment for the annual membership of the LSE Student Union Gym is non-refundable. Under no circumstances will the gym process any refunds once an annual membership has been purchased. Full terms and conditions of membership of the LSE Student Union Gym can be obtained from the gym reception, 4th Floor, Saw Swee Hock Student Centre.
4. Applications for loans should be made on the form overleaf one month before the commencing date of the membership. The loan is in the nature of an advance against salary, and the School retains the right to refuse loans to individuals at its discretion.
5. The existence of this scheme does not confer any rights on any person to loans or advances against salary for other purposes. The scheme may be withdrawn on three months’ notice.
6. A payment to employee will not be made for a pre-purchased membership.
7. Members must fully comply with the facilities’ rules, regulations and code of conduct at all times whilst using the gym.
8. The provision of this loan confers no responsibility on LSE for the relationship and contract between the employee and the LSE Student Union Gym. This loan solely provides employees with financial assistance in order to benefit from the savings of an annual pass at the LSE Student Union Gym. All matters relating to the gym or membership of are therefore outside of the purview of LSE.
9. The School may amend these conditions at any time, at its discretion.