**University of Glasgow Rent Guarantor Scheme Application***Please answer all questions.*

**Personal Details**

1. **Name:**
2. **Student Number:**
3. **Residency and Status:** Care Leaver/ Estranged / Asylum Seeker/ Refugee / EU / International
4. **Programme of Study:**
5. **Year of Study:**
6. **I am unable to obtain a UK based guarantor because:**

**Rent and Living Costs Details**

1. **Address and postcode of the property you are seeking to rent:**

*leave blank if you have not identified a property yet.*

1. **Name, address and telephone number of landlord or accommodation provider:**
2. **My rent is £ per week OR £\_\_\_\_per month.**
3. **Proposed tenancy start date:**
4. **Proposed tenancy end date:**
5. **My rent and living costs will be financed by (provide figures):**

|  |  |
| --- | --- |
| Student Loans | £ |
| My Family | £ |
| Savings/Wages | £ |
| Sponsorship/Scholarship (provide details) | £ |
| Other (provide details) | £ |

**University of Glasgow Rent Guarantor Scheme - Document Checklist***Please provide all documents listed*

|  |  |
| --- | --- |
| Landlord accommodation provider is aware the university cannot sign or complete any external paperwork, or enter information onto any external systems? |  |
| Evidence of funding that will cover rent and living costs. e.g. bank statements showing family contribution, loan paperwork, bursary/scholarship award letters, wage slips etc. |  |
| Bank statements (all accounts) for 3 months prior to application.  (continuing students only) |  |
| Evidence of dates of the proposed tenancy.  (provisional email agreement or draft agreement sufficient). |  |
| Evidence of cost of proposed tenancy. (provisional email agreement or draft agreement sufficient). |  |
| Evidence of household income (only if requested by Financial Aid Team) |  |
| HMO Licence for accommodation (only if seeking private accommodation with multiple occupants i.e. flat share) |  |
| Energy Performance Certificate (private accommodation only) |  |
| Electrical Installation Condition Report (private accommodation only) |  |
| Gas Safety Certificate (private accommodation only) |  |
| Letter on official company letterhead with necessary information (commercial accommodation only) |  |

**Please submit your completed application form and all supporting documents to** [**Reg.Finaid@Glasgow.ac.uk**](mailto:Reg.Finaid@Glasgow.ac.uk)

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***Financial Aid Team Use Only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Referral: Category:***

***Debt: Funding:***

***Bank Statements: Progress:***

***Household Income: Accommodation Documents:***

**Privacy Notice for Rent Guarantor Scheme**

**Your Personal Data**

***The University of Glasgow*** *will be what’s known as the ‘Data Controller’ of your personal data processed in relation to* your Rent Guarantor Scheme application. *This privacy notice will explain how The University of Glasgow will process your personal data.*

**Why we need it**

*We are collecting your basic personal data such as name, contact details and residency/fee status in order to assess your application for the Rent Guarantor Scheme. We will only collect data that we need in order to provide and oversee this service to you.*

***Legal basis for processing your data***

*We must have a legal basis for processing all personal data. In this instance, the legal basis is contract.*

**What we do with it and who we share it with**

* *All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. We may also contact the providers of the documentary evidence that you submit with your application in order to verify the content or authenticity of these documents.*

**How long do we keep it for**

*Your data will be retained by the University for 1 year, or the length of the tenancy supported by the scheme (whichever is latest). After this time, data will be securely deleted.*

**What are your rights?\***

*You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.*

*If you wish to exercise any of these rights, please contact* [*dp@gla.ac.uk*](mailto:dp@gla.ac.uk)*.*

*\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.*

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>