

TEACHER WELFARE FUND

The following policy is designed to provide guidance to AEU officers who are called upon to facilitate the application to Executive for Teacher Welfare Fund loans or grants.

In accordance with Branch Rule 44, Teacher Welfare Fund loans or grants:

1. are to be exclusively used for the purpose of relieving a financial member or any of the financial member's dependants from severe financial hardship;
2. are not to exceed \$3,000;
3. must be applied for in writing to the Branch Secretary and approved by Executive;
4. must be treated with confidentiality.

When assisting a member to fill out the Teacher Welfare Fund loan or grant application form, an Officer of the Union should request that all relevant information is provided and in particular should seek to ascertain the following details:

1. **The extent of the financial need.** In the process of determining the need, the officer must be able to offer to Executive members an assurance that they believe that the need is real. They must also be able to explain to Executive members, if requested, how they came to this belief.
2. **The factors which lead the member to find themselves in need of a loan.** The AEU officer should try to establish whether the need has come about due to unforeseeable circumstances, or whether the need arose out of poor financial management. If the need arose out of unforeseeable circumstances, the AEU officer should provide a brief detail of these events to Executive. If the need arose out of poor financial management the AEU officer should be able to detail to Executive measures that have been put in place to improve the member's financial management.
3. **The ability of the member to repay any Teacher Welfare Fund loan granted.** The AEU officer needs to determine whether the repayments should begin immediately or after certain circumstances have transpired; (eg the gaining of a future contract) how many months the payments would extend over; (it would be highly unusual to extend payments over 36 months) and the willingness of the applicant to enter into a direct debt agreement if the repayments are to be made on a regular basis.

To ensure the process for applying for a Teacher Welfare Fund loan or grant maintains confidentiality and is effective:

1. the name of the applicant will not be provided to Executive; and
2. the Branch Secretary, in cases of urgent need, may seek an out of session vote by Executive to approve a loan or grant.