Please complete the application in block letters   **form for UW employees**

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SUBSIDY APPLICATION

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 - for an organised holiday booked with other institution
 - for a privately arranged holiday

1. **Applicant's name and surname** ....

2. **Applicant's PESEL no. [Personal Identification Number] or personal no. in SAP** ....

3. **Telephone** ....

4. **I hereby declare that I was on annual leave in the period:**

   from .... to ....

5. I apply for a subsidy for the following eligible persons (enter the applicant's name if they are the one, who applies for the subsidy):

   1. ....

   2. ....

   3. ....

When applying for a subsidy for a privately arranged holiday, please provide the details of the eligible persons: name, surname, degree of kinship, child's date of birth and attach the following documents:
 — in the case of children above the age of 15: an **original certificate** confirming the fact that they continue their education at school or at a full-time first-cycle, second-cycle or long-cycle, or a **certified true copy of a certificate** from an institution authorised to declare the degree of disability,
 — an original invoice/receipt issued by the entity authorised to organise the recreational activities, which includes the names and surnames of the persons benefiting from the holiday, the unit price of the holiday stay for each person listed and the dates of the stay.

6. Number of persons in a household **...............**

7. I am a single parent: **YES   NO**   **(delete as appropriate)**

8. **I hereby confirm that the average monthly gross income per family member, calculated according to the principles set out in § 7, sections 6–9 of the University Social Benefits Fund Rules and Regulations, amounts to PLN:……………………………………...**

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I hereby confirm that the above data are accurate and complete.

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....
  (application submission date)   (applicant's signature)

In the case of applying for another subsidy for a child/children by single persons with low income and large families (three or more children in the family) with low income, it is required to provide documents confirming the above-mentioned situation (University Social Benefits Fund Rules and Regulations).

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The benefit will be disbursed in the manner provided for the payment of remuneration.

To be completed by the Office for Personnel Social Benefits

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Subsidy for an organised holiday   **Subsidy for a privately arranged holiday**

 from the price of PLN .... x ....%   **in the amount of .... persons x PLN ....**

= PLN ....

The Controller of the personal data provided above is the University of Warsaw.
Detailed information on personal data processing can be found at:
https://www.uw.edu.pl/wp-content/uploads/2019/08/klauzula-informacyjna-dot.-przetwarzania-danych-osobowych.pdf