**UCL INTEGRATED LEGAL ADVICE CLINIC**

**ENQUIRY FORM**

*If you wish to seek assistance from UCL iLAC, please complete this form to the best of your ability. We need this information in order to determine whether we are able to assist you.*

*Please read the privacy disclaimer below for information on how we will deal with the information you provide in this form.*

**Privacy Disclaimer**

**In order to take your enquiry, UCL iLAC will need to collect some personal information from you, including your name, address, date of birth, phone number, employment status, and details about your matter and the names of the other parties involved. We need to collect this information in order to be able to determine whether we are able to assist you, and whether there are any conflicts of interest.**

**We will collect, process, and use your personal information in compliance with data protection laws and we will only collect your personal information if you consent to it. However, if you do not give us at least some personal information, we may not be able to take on your case as we won’t be able to carry out essential checks. For more information on how UCL iLAC will deal with your personal information, please refer to our Privacy Notice, which can be found on the UCL iLAC website:** [www.ucl.ac.uk/access-to-justice/privacy](http://www.ucl.ac.uk/access-to-justice/privacy)

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| --- | --- | --- |
| **Client name (name of person seeking help):** | |  |
| **Names of other parties involved:** | | ***Eg*** *children, partner, school, local council, DWP* |
| **Contact details** | **Tel:** |  |
| **Email:** |  |
| **Postal address:** |  |
| **Date of birth:** | |  |
| **How did you hear about us?** | |  |
| **Are you a student or employee of UCL?** | | *Is yes, please clarify if staff or student* |
| **Are you currently working?** | | *If yes, please tell us roughly how much you earn each month* |
| **Legal Aid Eligibility**  **(For Housing and Community Care enquiries ONLY)** | | *Are you currently receiving benefits, if yes please specify?*  *What is your monthly household income? Do you own your own home or do you rent? If you rent, do you rent privately or through social housing?*  *Do you have any savings or own any valuable items over £500? If yes what is their approximate value?* |
| **Brief outline of what you are seeking help with:** | | *Try to keep this information concise if possible* |
| **Have you received any letters in relation to this issue?** | | *Who is letter from? When is it dated? What does it say?* |
| **Are there any important deadlines coming up?** | | *Eg Eviction date/appeal deadline* |
| **Do you have a form you need help completing?** | | *Which form? Do you already have it?* |
| **Is there anything else we should know at this stage?** | | *(E.g. Do you need an interpreter?)* |

**The legal team will review your enquiry to see if we are able to assist you. We aim to get back to you within 2-3 working days to let you know if we can assist you.**

**Please send this form to** [**legalclinic@ucl.ac.uk**](mailto:legalclinic@ucl.ac.uk) **with the subject heading ‘New Enquiry: Self-Referral’**