# WHERE **TOMORROW** IS MADE

**UNIVERSITY OF**
CHANGING
THE WORLD
**WESTMINSTER**

# LEAVE A LEGACY TODAY TRANSFORM LIVES TOMORROW

When Quintin Hogg moved his night school for ragged boys in Covent Garden to the Polytechnic at 309 Regent Street in 1882, he created a legacy that would have a major impact on education across the centuries.

At the heart of Quintin Hogg's distinctive philosophy was an educational ethos which provided for 'the head, the hand and the heart', offering opportunity for those who demonstrated a passion for learning and the potential to make an impact on the world regardless of their background.

His Polytechnic developed into an educational system that has proved a model not only in this country but many others.It offered practical education, closely linked to the local economy and suited to the needs of young working people who found it easier to learn in the workshop than in the classroom.

Today the University of Westminster, created from the Polytechnic of Central London in 1992, continues Hogg's tradition by focusing on creating a vibrant learning environment in which to build the next generation of highly employable global citizens who will shape a better future.

Driven by innovation and informed by practice, we focus on globally relevant areas in which we excel – from architecture to law; media, art and design to business and technology.

Our 22,000 students form one of the most diverse student populations in the country. We offer opportunity, like our philanthropist founder, to those who have the aspirations and ability to learn and to put their learning into practice in their working lives, whatever their background.

Today you too can leave your own legacy and make a mark on future generations of Westminster students and their lives. Your gift can make a key difference in enabling hardship funds, scholarships, helping update the libraries, improve teaching or research facilities or go to an area of University's work you wish to support in particular.

# LEGACY GIVING MADE EASY

Legacies are one of the easiest and most flexible ways of making a gift to your University. Amending your Will to include a legacy to Westminster is simple, although it's always best to consult a solicitor. We have made some suggestions of wording to use and a Codicil form is enclosed with this brochure.

**Why make a Will**
Making a will leaves nothing to chance. It gives you the opportunity to make a clear, legal statement of where you would like your money and possessions to go. And updating your will from time to time as your circumstances change is straightforward.

A Will gives peace of mind and confidence in what will happen after you have gone.

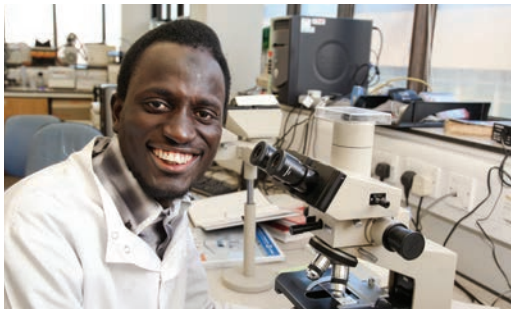
**But I don't have much money, is it worth making a legacy?**
Many modest bequests are as valuable as generous legacies. Sometimes small amounts can make significant impact: alleviating student hardship or paying conference fees can sometimes change the direction of a student's life or their research.

**Tax advantage**
The University of Westminster has charitable status under the Charities Act 1993 and gifts qualify for the same tax benefits as registered charities. This means that the University pays no tax on gifts of money or property made during your lifetime or after your death. In fact, a legacy to the University normally reduces tax payable on your estate.

**Gifts from overseas**
A gift from your Will to the University of Westminster may reduce the amount of tax payable from your estate. This varies from country to country so please seek advice from your solicitor or financial advisor.

**Your pledge**
If you have decided to remember the University of Westminster in your Will, it would help us enormously if you would let us know by returning the attached pledge form, in confidence, to us. We will be able to thank you and to keep you informed about the University's progress.

**Thank you**
**Your legacy will help transform the lives of students and will enable the University to make a profound impact on the world into the future.**



# DEFINITIONS AND SUGGESTED WORDING FOR YOUR WILL OR CODICIL

**Residuary bequest**
A gift of all or a percentage or share of your estate after allowing for expenses, pecuniary and specific bequests. The advantage of a residuary bequest is that it maintains its real value, regardless of inflation.

Wording: I give to the University of Westminster all (or a percentage or share) of my residuary estate to be applied to the general purposes (or your preferred area) of the said University and I declare that the receipt of the Registrar and Secretary or other authorised officer for the time being of the University shall be good and sufficient discharge to my Executors.

**Pecuniary bequest**
A gift of a fixed sum of money. Whilst this is very welcome, the disadvantage of such a gift is that inflation means that the value of the gift may reduce over the years which means that the amount of the gift may need to be updated periodically.

Wording: I give to the University of Westminster, the sum of (in figures and words £___/_____ free from all taxes and duties, to be applied to the general purposes (or your preferred area) of the said University and I declare that the receipt of the Registrar and Secretary or other authorised officer for the time being of the University shall be good and sufficient discharge to my Executors.

**Reversionary bequest**
A gift of assets to a chosen beneficiary subject to the rights of a named person or persons to receive the benefit of those assets during his or her lifetime. For example, it could enable you to leave your residuary estate to the University but on condition that a spouse or friend could continue to receive the income of that part of your estate (or continue to live in your house) until he or she died. The capital would then pass to the University on the death of that person.

Wording: The wordings above can be adapted to suit your particular needs and wishes.

# CODICIL: ADDING TO AN EXISTING WILL

If you already have a Will it is easy to include a legacy to the University of Westminster.

Simply complete the form opposite, including asking two people to witness your signature. (It is important that neither of the witnesses are related to you or mentioned in your Will. We also recommend that the witnesses are not members of staff of the University.)

Then send the Codicil form to the person who has your Will and ask them to store it with your Will – but not stapled, clipped or pinned).

If you are willing, please send a **copy** of the completed Codicil to:

Freepost Plus RTKJ-KKZL-HXAT
Legacies
Alumni and Development Office
University of Westminster
101 Cavendish Street
London W1W 6XH

# CODICIL FORM

**I** (full name)

**Of** (address)

**Declare this to be a Codicil of my Will dated:**
(date in words)

**which is lodged with** (address of solicitor/bank)

In addition to any legacies given in my said Will I give to the University of Westminster of Regent Street, London (a charity and a company limited by guarantee, registration number: 977818 England)

**The sum** (in figures and in words)

£

Or a ____ % share of my residuary estate*, to be used for its general purposes.

*Please complete as appropriate and cross out the option not required.

I declare that the receipt of the Registrar and Secretary or other authorised officer of the University of Westminster shall be good and sufficient discharge to my Executors.

**Signed by the above named**

**Date**

**As Codicil of his/her Will**
Witnessed by the following persons who have signed their names in the presence of each other and or the person named above:

**1. Name**

Occupation

Address

Signed

Date

**2. Name**

Occupation

Address

Signed

Date

# CONFIDENTIAL LEGACY PLEDGE FORM

Thank you for deciding to remember the University of Westminster in your Will.

It would be helpful if you would let us know by completing this pledge from. It is simply a statement of your present intentions which will help give us a record of your support and enable us to keep you appropriately informed of the University's work. It would not commit you to a particular course of action or limit your freedom to change your Will in the future.

To find out more or tell us about an existing legacy, simply fill in the form below and return it to:

Freepost Plus RTKJ-KKZL-HXAT
Legacies
Alumni and Development Office
University of Westminster
101 Cavendish Street
London W1W 6XH

# CONFIDENTIAL LEGACY PLEDGE FORM

**Your Name**

**Address**

**Postcode**

**Country**

**E-mail address**

**Dates of Your Study**
at the University of Westminster / Polytechnic of Central London / Regent Street Polytechnic:

**Course**

☐ **I am considering including University of Westminster in my Will and wish to speak to a member of staff**

Please call me to discuss giving opportunities.
Telephone number

Best time to call

☐ **I have already included the University of Westminster in my Will**

If this is the case, please accept our thanks. We would be grateful if you would use the boxes below to tell us of your intentions.

☐ **I have decided to remember University of Westminster with (please tick – filling out all details is not obligatory but would be helpful)**

☐ A bequest of % of my estate

☐ A bequest of £

☐ A residuary bequest

☐ Other (please state)

I would like to direct my gift to:

Please indicate your preferences below:

☐ I give permission for my name to be listed as someone who has left a legacy

☐ I wish my gift to remain anonymous

**Thank you.**

By filling out this form, you are not entering into any binding commitment. Any information you give us will be treated with the utmost confidentiality.

The University of Westminster is a charity and a company limited by guarantee. Registration number: 977818.
Registered office: 309 Regent Street, London W1B 2UW

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