

Breathing Space Policy Summary

Paying you a regular income while you're too ill or injured to work

A summary of how your Breathing Space policy supports you

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A summary of how your Breathing Space policy supports you

This Policy Summary tells you more about how Breathing Space works. It doesn't contain the full terms and conditions, but the Terms and Conditions document does. If you take out a Breathing Space policy, you'll also receive a Policy Schedule which outlines the cost and details of your policy. Read all these documents carefully, and speak to your financial adviser, to make sure Breathing Space is right for you.

If you have any questions, just give us a call or email us. All our contact details are at the end of this Summary.

Please take the time to read through this document.

To help, we have signposted certain key information with the following symbols:



Important information

*Indicates important information
we've highlighted about your
policy*



Useful information

*Indicates helpful information that
you may find useful*

Paying you a regular income while you're too ill or injured to work

If you're unable to work due to an illness or injury, you need time to get better. You also need enough money coming in to cover what goes out. Breathing Space pays you a regular weekly or monthly income while you recover. Leaving you to focus on getting well again without worrying about things like your mortgage payments, food bills or your kids' mobile phone charges.

The amount that Breathing Space pays you isn't based on your income. So it may be particularly suitable for you if your income is irregular or fluctuates – perhaps because you're newly self-employed or you do contract work.

Breathing Space at a glance

- ✓ Pays you an income while you're too ill or injured to work. By 'too ill or injured', we mean unable to do the main tasks of your occupation, and you lose some or all of your income because of this, and you're not doing any other paid or unpaid work.
- ✓ You can choose a monthly income between a minimum of £541 a month and a maximum of £1,250 a month.
- ✓ You can choose from our options how long you want to wait before your first benefit payment – this waiting time is your 'deferred period'.
- ✓ Pays you weekly or monthly into your chosen bank account or directly to your mortgage lender.
- ✓ Can pay a valid claim weekly or monthly for a maximum of 1 or 2 years at a time.
- ✓ Covers you for a minimum of 5 years until the age you choose – which can be any age from 50 to 70.
- ✓ Charges premiums that go up each year as you get older.
- ✓ You can ask us to make changes to your policy whenever you want, as long as those changes are allowed by your Terms and Conditions. You can make some changes without having to answer any more questions about your health and lifestyle.
- ✓ There's no limit to the number of times you can claim and you can claim more than once for the same illness or injury. But there are some restrictions.
- ✓ Gives you the option to add Fracture Cover as an additional benefit at an extra cost.
- ✓ Gives you the option to add Children's Critical Illness Cover as an additional benefit at an extra cost.

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How Income Protection works

If you're unable to work due to an illness or injury, income protection pays you a regular income. For example, if back pain stops you working, if an accident puts you in hospital, if you need time off for anxiety, or you're diagnosed with cancer and need time for treatment, income protection can help support you until you can work again. It gives you peace of mind that if something bad happens, there's financial support in place to make life a little less stressful.

Breathing Space is Income Protection insurance from British Friendly.



Who Breathing Space is for?

Breathing Space could be right for you if:

- You'd stop earning, or earn much less, if you weren't able to work because of an illness or injury.
- You don't have enough savings to support you and your family if you couldn't work and get paid.
- You wouldn't get state benefits or they wouldn't be enough to support your lifestyle.
- Your income is irregular or fluctuates – perhaps because you're self-employed or do contract work.

You can take out Breathing Space if you're all of these things:

- ✓ A UK resident (excluding the Isle of Man and the Channel Islands), and have been for the last 2 years.
- ✓ Registered with a UK GP for the last 2 years – with access to your medical records for at least the last 2 years.
- ✓ Aged 18 to 59 (policy must start before 60th birthday).
- ✓ A UK taxpayer with a UK bank or building society account.
- ✓ Employed or self-employed and not planning to retire in the next 5 years – this is because 5 years is our shortest policy length.
- ✓ Actively at work, fit enough to do all the duties of your occupation.
- ✓ Not working in any of the jobs we don't insure (your adviser can find a list in our Occupation Guide at advisers.britishfriendly.com).



How to apply for Breathing Space?

To apply, your financial adviser will need to fill in our online application form with you and send it to us on your behalf. Take care to answer all our application questions carefully, honestly, and to the best of your knowledge. If you don't, we may cancel your policy, reject your claim or not pay your claim in full.

Your premiums

Your premiums will go up each year as you get older. We call these 'age-costed guaranteed premiums'. You will have the certainty of knowing how much they'll go up by each year – this will be set out in your Policy Schedule.



Your Policy Schedule will show what your monthly premiums will be. Your premium includes all the costs of administration, underwriting, claims, selling expenses, commission and fees for any medical information that we may request. We collect your premiums by direct debit each month. You can choose which day of the month you want to pay. This can be any day between the 1st and the 28th. We won't collect any premiums while we're paying your benefits.



Tailor your cover to suit your needs

Breathing Space gives you 5 options so you can tailor it to suit you. And it's really flexible. None of your choices are final, which means you can ask us to make changes – from how much benefit you get, to when you want your policy to end. Before you make certain changes, we might need to ask you some questions about your health, finances or lifestyle. But you can make other changes without answering any questions at all.

You can find more information about all of these options in section 2 of the Terms and Conditions.

Option 1:

How much benefit you get when you're too ill or injured to work

Option 2:

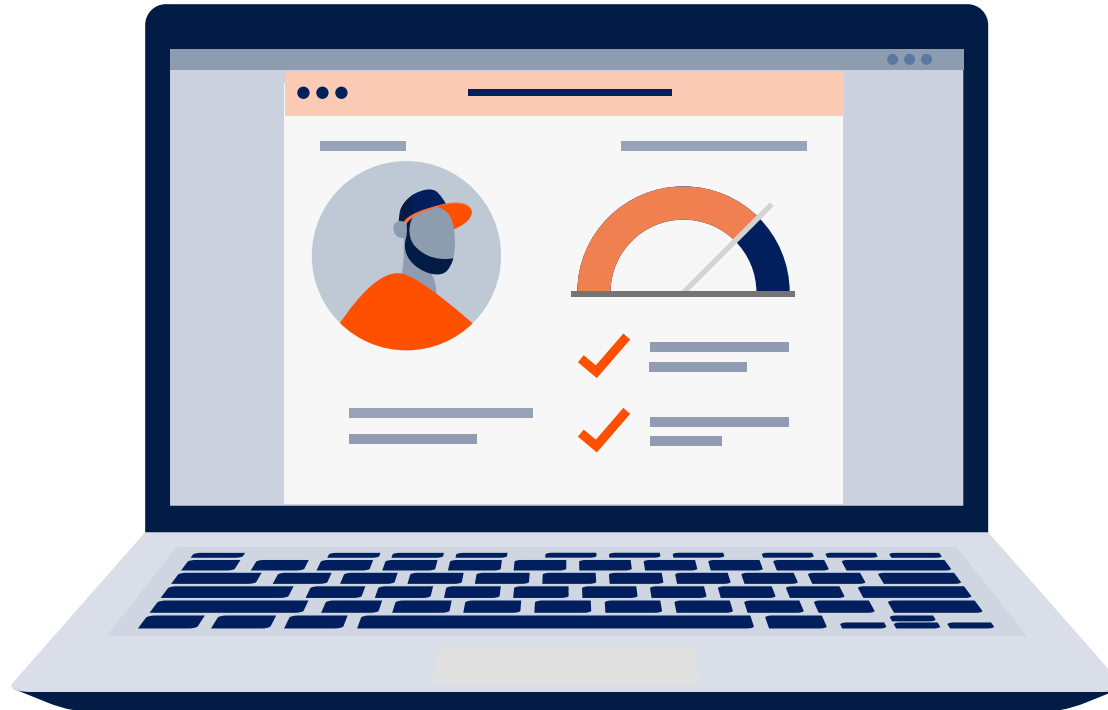
How long you get your benefit for when you're too ill or injured to work

Option 3:

How long you wait for your first benefit payment (this is your 'deferred period')

Option 4:

When your policy ends



Option 1: How much benefit you want to get when you're too ill or injured to work

Your benefit is how much we pay you when you're too ill or injured to work.

- The minimum benefit Breathing Space can pay is £541 a month.
- The maximum benefit Breathing Space can pay is £1,250 a month.

We pay you weekly or monthly, you can choose. Your benefit payments stay the same for the whole of your policy. We call this 'level cover'.

Option 2: How long you want to get your benefit payments for when you're too ill or injured to work

For each valid claim you make, Breathing Space can pay out for:

- Up to 1 year at a time
- Up to 2 years at a time

There's no limit to the number of times you can claim but there are some restrictions. **There's more information about this in section 8 of the Terms and Conditions.**

Option 3: How long you want to wait before for your first benefit payment (this is your 'deferred period')

You may have built up savings that you can rely on to start with. Or you might get sick pay from your employer when you're first off work. The longer you wait for your first benefit payment, the lower your premiums are likely to be. The amount of time you choose to wait between when you're first off work and when we pay you your benefit is called your 'deferred period'.

- Your deferred period can be 1, 4, 8, 13, 26, or 52 weeks.

Option 4: When your policy ends

Your policy will run until the age you choose. This can be any age that falls between your 50th and your 70th birthdays, as long as it's at least 5 years away when you apply. This is because 5 years is the shortest policy length we offer.

How Breathing Space can change if your life does

Little in life stays the same. That's why Breathing Space lets you change your cover when your life changes. You can ask us to make changes, including changes to how much benefit you get, how long you wait for your benefit payments, how long benefit payments are paid for and when your policy will end. For some changes, we'll need to ask you more questions about your health and lifestyle.

You can increase your benefit payments when your life changes

For each of these 5 life changes, you can increase your benefit payments without having to answer any more questions about your health and lifestyle. We'll just ask for some proof. We call this our guaranteed insurability option.

Life changes	The proof we'll need
You get married or form a civil partnership	The marriage/civil partnership certificate
You have or legally adopt a child	The birth/adoption certificate
You take out or increase a mortgage on your main home	A mortgage offer letter or mortgage statement
Your rent goes up on your main home or because you've moved	A rental agreement letter
If you're employed, you get a pay rise	A letter from your employer confirming your pay rise, or a recent payslip

If you make any changes that increase your benefit payments, your premiums will also increase. There's more information about changes you can make to your policy, the conditions you'll have to meet and the proof we'll need, in **sections 3 and 4 of the Terms and Conditions**.



You can take a break from paying your premiums

We call this a premium holiday.

- You can stop paying your premiums for up to 6 months at a time.
- You can take as many premium holidays as you want, as long as they don't add up to more than 24 months over the whole of your policy.
- You won't be able to claim any benefit payments during a premium holiday.

You can take a premium holiday once you've held your policy for at least 12 months. If you've added optional Fracture Cover and/or Children's Critical Illness Cover, we'll apply the premium holiday to both your main Breathing Space policy and your Fracture Cover and/or Children's Critical Illness Cover.

There's more information about this, including the requirements you'll need to meet when you apply, in section 5.3 of the Terms and Conditions.

You can change your occupation without letting us know



As long as you aren't in an excluded occupation when your policy starts, you can take Breathing Space from occupation to occupation in line with our occupation promise. You'll still be insured for the work you do, even when your occupation is different to the one you were in when you took your policy out. We will never increase your premiums.



Other ways Breathing Space supports you

1

With tax-free payments

You won't have to pay tax on your benefit payments. This might change if the government changes the rules around tax in the future.

2

With back-to-work support payments

If your illness or injury means you can only go back to work part time, or have to take a different role with lower pay, we'll pay you a reduced amount of benefit once you're back at work. You won't have to pay any premiums. **See section 7.3 of the Terms and Conditions for more information.**

3

With immediate payments if you're diagnosed with a terminal illness

Hopefully it will never happen. But if you're too ill or injured to work and a doctor tells you that you have a terminal illness, your deferred period won't apply. As soon as we've assessed your claim, we'll start paying your benefits. **See section 7.5 of the Terms and Conditions for more information.**

4

We pay for any extra tests we ask for

We'll pay for any extra medical investigations or tests we ask you to take when we're assessing your claim.

5

With a waiver of premium

As soon as we start paying your benefit, you stop paying us premiums. We call this 'waiver of premium' and we apply it automatically. If you've added optional Fracture Cover and/or Children's Critical Illness Cover and claiming on your main Breathing Space policy, we'll also stop collecting the portion of your premium that applies to Fracture Cover and/or Children's Critical Illness Cover, and you'd still be able to claim on Fracture Cover and/or Children's Critical Illness Cover. **See section 5.3 of the Terms and Conditions for more information.**

6

With a mortgage payment option

We can pay your benefit directly to your mortgage lender if your mortgage is residential and on your main home. This must be in the UK and be the home you currently live in, or spend most of your time living in.

Making a claim

You can ask us for a claim form by calling, emailing or writing to us, or by getting in touch with us through our website. All our contact details are at the end of this Summary. **See sections 6 to 8 of the Terms and Conditions for more information.**



When we wouldn't pay your benefits

- During your deferred period, unless you've been diagnosed with a terminal illness (see section 7.5 of the Terms and Conditions). You'll only get benefit payments if your illness or injury lasts longer than this. For example, if your deferred period is 4 weeks, you'll only get benefits if you're ill or injured for more than 4 weeks. Your benefits will start from week 5 of your illness or injury.
- If you've made a fraudulent application or claim.
- If you claim for a pre-existing medical condition that you should have told us about but didn't. A pre-existing medical condition is an illness or injury you had before your policy started or when you applied to change it, even if you had not yet seen a doctor to discuss it.
- If you claim for an illness that we've excluded. If there are any, they'll be on your Policy Schedule under Special Terms.
- If you claim for an injury that resulted from an excluded activity. If we've excluded certain activities, they'll be on your Policy Schedule under Special Terms.
- If you were working in an excluded occupation when you took your policy out.
- If you haven't paid your premiums, or are on a premium holiday.
- If you're unemployed, made redundant, a student, a house person, or retired.
- If you're doing any other paid or unpaid work.
- If you don't give us your consent to process your personal information in relation to your claim when we ask for it.

If you move abroad

We might be able to pay your Income Protection claim if you suffer an illness or injury while outside the UK, as long as:

- ✓ You were a UK resident when you took your policy out, in line with our policy eligibility conditions.
- ✓ Local regulations allow us to do this.
- ✓ We've agreed with you in advance and in writing that we can insure you in that country.

Subject to the conditions listed above, if you add optional Children's Critical Illness Cover to your policy, we might be able to pay your claim if your child's operation or diagnosis is confirmed by a doctor who practices in certain places outside the UK. **Section 10 of our Terms and Conditions explains more about how we pay claims when you're living permanently or temporarily outside the UK, and the limits that may apply.**

What you should know before you apply for Breathing Space



- A claim might mean you get fewer or lower means-tested state benefits.
- Some pre-existing medical conditions might mean we can't accept your application. Or they could mean we have to add some special terms to your policy that exclude them. The same goes for certain hazardous activities where you have a high risk of being injured. If any special terms apply to your policy, we'll list them in your Policy Schedule and we'll let you know before your policy starts.
- We may insure you for some medical conditions or hazardous activities but ask you to pay a higher premium to cover the increased risk.
- Your policy has no cash value. It's not a savings or life insurance product and it won't pay you a lump sum when it comes to an end or if you die.



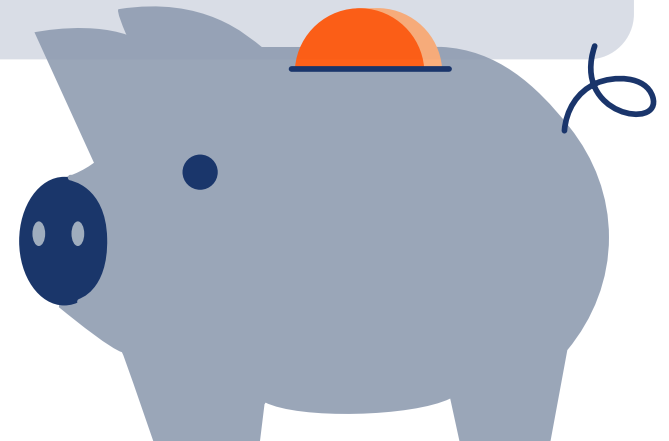
Cancelling your policy

- You can cancel your Breathing Space policy at any time. If you've added Fracture Cover and/or Children's Critical Illness Cover, you can also cancel it at any time and keep your Breathing Space policy. But if you cancel your Breathing Space policy, your Fracture Cover and/or Children's Critical Illness Cover will also end.
- To cancel, just fill in the cancellation notice that comes with your policy documents and send it back to us. If you cancel within 30 days of your policy starting or of receiving your policy documents, whichever is later, we'll refund any premiums you've paid in full. If you cancel outside of these timeframes, we won't be able to refund any premiums you've paid.



What would happen if we couldn't pay you

- In the unlikely event that the Society becomes insolvent, you may be entitled to compensation from the Financial Services Compensation Scheme. To contact the Financial Services Compensation Scheme visit [fscs.org.uk](https://www.fscs.org.uk), call them on **0800 678 1100**, or write to them at **Financial Services Compensation Scheme, PO Box 300, Mitcheldean, GL17 1DY**.



What you should do after you buy Breathing Space



- ✓ Review your policy regularly to check that it still meets your needs.
- ✓ Tell us as soon as possible if:
 - You change your address.
 - You move outside the UK.
 - You become unemployed or a full-time student without an income.
 - You retire.
 - You've been claiming benefit but are now fit enough to return to work, or your condition has changed.
- ✓ If your circumstances change, get in touch with us or contact your financial adviser so you understand your options.
- ✓ If you have any questions or concerns, call our Member Services team on **01234 358 344** or email them at **enquiries@britishfriendly.com**. They're here to help.

If you added optional Children's Critical Illness Cover, you will need to let us know if your child is no longer eligible. **For more information, see section 14 of the Terms and Conditions.**

If you have a complaint



- ✓ If you're not happy with your policy or our service, call us on **01234 358 344** or email **complaints@britishfriendly.com** or write to us using the address provided at the end of this Summary. We'll do all we can to sort things out. We'll write to you to acknowledge your complaint within 5 business days and pass it on to the relevant team to investigate. Within 8 weeks, you'll either get a final answer or we'll ask you for more details.
- ✓ If we're unable to resolve your complaint to your satisfaction, or haven't resolved it within 8 weeks, you have the right to refer your complaint to the **Financial Ombudsman Service (FOS)** free of charge. Visit **financial-ombudsman.org.uk/contact-us**, call **0800 023 4567**, email **complaint.info@financial-ombudsman.org.uk**, or write to **Financial Ombudsman Service Exchange Tower, London E14 9SR**. Registering a complaint with the FOS won't affect your legal rights.

If you'd like to know more about how we handle complaints, ask us for a copy of our Complaints Handling Procedure.

Adding optional Fracture Cover at an extra cost

Fracture Cover is an additional benefit you can add to your Breathing Space policy when you take it out. Fracture cover costs extra, so your premiums will be higher.

- ✓ It will pay you a lump sum if you suffer one of 18 specific fractures.
- ✓ The money you'll get could pay for treatment to help you recover more quickly. Or, if you're out of action for a while, it could take care of day-to-day expenses or help cover your bills until you're fit enough to get back to work.
- ✓ The amount you can claim depends on the location of the fracture. If you have multiple fractures from a single incident, we'll pay for whichever one has the highest claim amount.
- ✓ The amount you pay for Fracture Cover, and the amount you can claim, will stay the same for the whole of your policy.
- ✓ There's no deferred period for Fracture Cover, which means you won't have to wait a certain time for your lump sum. As soon as we've accepted your claim, we'll pay you – although you won't be covered for fractures you suffer during the first 7 days of your cover, or for any that happened before your cover started.



You're not covered if:

- You get a fracture while taking part in any of the following:
 - Mountain boarding, parkour, cliff jumping, coastering or base jumping.
 - Gaelic football, hurling, rugby or shinty.
 - Horse riding.
 - Martial arts, boxing or cage fighting.
 - Motor car or motorcycle sport.
 - Mountaineering, rock climbing, abseiling, caving or potholing.
 - Off-road mountain biking or BMX biking.
 - Private flying, gliding, paragliding or parachuting.
 - Skiing or snowboarding.
- Your fracture is classed as a fatigue, stress, hairline, avulsion/chips or micro fracture.
- Your fracture is due to osteoporosis or a medical procedure.
- Your fracture is due to self-inflicted injury.



- You can claim under Fracture Cover once in any policy year. Claiming won't affect your Breathing Space policy. And you can claim under Fracture Cover alone or, if you meet the criteria, as well as under your Breathing Space policy.
- You can't take out Fracture Cover on its own, or take it out again once you've cancelled it.
- You'll find more information on the fractures we cover, how much we'll pay, how to claim and when your cover would end in **section 13 of your Terms and Conditions**.

Adding optional Children's Critical Illness Cover at an extra cost

Children's Critical Illness Cover is an additional benefit you can add to your Breathing Space policy when you take it out or at a later stage. Children's Critical Illness Cover costs extra, so your premiums will be higher.

- ✓ It covers all children from birth up to their 18th birthday or, if they're in full time education, they're covered up to their 23rd birthday. We define children as your biological, step or legally adopted children or children under your legal guardianship or that you've been granted parental responsibility for.
- ✓ There's no limit on the number of children covered and we don't need your children's details when you take out this cover.
- ✓ It will pay you a lump sum if your child is diagnosed with one of the critical illnesses we cover. **For more information, see section 14 in the Terms and Conditions.**



- You can only add one Children's Critical Illness Cover benefit per policyholder. However, a child can be covered by two policies (up to a maximum of £50,000 across all policies covered with us) if both parents add Children's Critical Illness Cover to their Income Protection cover with us. Once added, cover starts straight away and any future children you have will be automatically covered, assuming they meet the eligibility criteria.
- The amount you can claim depends on the cover amount you chose when adding Children's Critical Illness Cover and whether it is a full payment or additional payment condition. A full payment means we'll pay 100% of the cover amount of Children's Critical Illness Cover you chose. An additional payment means we'll pay 50% of the cover amount of Children's Critical Illness Cover you chose.
- You can only receive one full payment for each child and once a full payment has been claimed, cover for that child will end.
- You can only receive one additional payment for each child. If an additional payment is made for a child before a full payment, then the child will still be eligible for a full payment.
- This benefit does not cover the death of a child.
- If your child meets the definitions for both a full payment condition and an additional payment condition, then we'll only pay the full payment.
- Your premiums will go up in line with adding Children's Critical Illness Cover to your policy.
- The amount you pay for Children's Critical Illness Cover, and the amount you're covered for, will stay the same for the whole of your policy unless you choose to reduce your cover amount (subject to a minimum amount).
- You can't increase your cover amount after you've added Children's Critical Illness Cover or after you've reduced it.
- You can only add Children's Critical Illness Cover after you take out your policy where one of the 5 life changes occurs, and only so long as you meet the other eligibility criteria. Please speak with your financial adviser within the relevant time period to successfully add Children's Critical Illness Cover. **See section 14.3 of the terms for more information.**
- You can't take out Children's Critical Illness Cover on its own, or take it out again once you've cancelled it.
- You'll need to tell us as soon as possible if your children are no longer eligible. This is because we don't ask for your children's details unless a claim is made, so we won't know if they are no longer eligible and you may end up paying for cover you can no longer use.

Claiming won't affect your Breathing Space policy. And you can claim under Children's Critical Illness Cover alone or, if you meet the criteria, as well as under your Breathing Space policy.



We wouldn't pay a claim if:

- Your child had any condition or related condition listed within the policy before the policy started or Children's Critical Illness Cover was added. This includes:
 - If you were aware that your child was already having symptoms related to a critical illness.
 - If your child was awaiting investigations related to a critical illness.
 - If your child was being investigated for a critical illness.
 - If your child had been diagnosed with a critical illness.
 - If either parent had sought counselling or medical advice related to your child being affected by a critical illness.
 - If either parent was aware of an increased risk of your child being affected by a critical illness.
 - If the diagnosis or reason for an operation is caused by any of the following:
 - Alcohol, solvent abuse or drugs (unless prescribed by a doctor).
 - Failing to follow reasonable medical advice.
 - The condition is caused as a direct result of you harming your child.
- Your child's diagnosis doesn't meet one of the definitions of either a full payment or additional payment condition.
- You've claimed a full payment for that child.
- When your child is age 18 or between the ages 18 and 23 and no longer in full time education.

You'll find more information on Children's Critical Illness Cover, including the claims process, the full list of critical illnesses covered, minimum and maximum cover amounts and when your cover would end, in section 14 of your Terms and Conditions.

Get in touch

We're here to help.



Call

For general information:

01234 358 344

To make a claim:

0800 975 6565



Write

For general information or to make a claim:

Registered Office:

British Friendly Society Limited

45 Bromham Road, Bedford MK40 2AA



Email

For general information:

enquiries@britishfriendly.com

To make a claim:

claims@britishfriendly.com



Go online

For general information:

britishfriendly.com

To make a claim:

members.britishfriendly.com/make_a_claim/

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It feels good to be covered

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