

Whiteknights, Reading, Berkshire, RG6 6AW, United Kingdom
Telephone +44 (0) 118 921 4696 Fax +44 (0) 118 921 4607
Registered Charity No. 313223

Please print clearly in black ink and ensure that you complete all sections.

If the space allowed for your answers is insufficient, please complete them on a separate sheet of paper.

I wish to apply for enrolment on the following course:
(Please tick one only)

- Diploma in Surveying Practice (route to AssocRICS)*
- Diploma in Construction Practice (route to AssocRICS)*
- Postgraduate Diploma in Arbitration
- Postgraduate Diploma in Adjudication
- BCSC Diploma in Shopping Centre Management
- Postgraduate Diploma/MSc in Conservation of the Historic Environment
- MSc in Real Estate
- MBA in Construction and Real Estate
- RICS Postgraduate Diploma in Project Management
- Postgraduate Diploma/MSc in Facilities Management
- Postgraduate Diploma/MSc in Property Investment

If you are only applying for the **certificated route** of the Postgraduate Diploma in Property Investment, please indicate which module(s) you wish to enrol on:

- 1 2 3 4 5

- RICS Professional Membership Graduate Route (Adaptation 1)

BSc degrees:

- Estate Management
- Property Management
- Construction Management
- Quantity Surveying
- Building Surveying
- Building Services Quantity Surveying

PGDip/MSc in Surveying (Graduate Development Programme):

- PGDip/MSc in Surveying*
(Module option at Part 1: Fundamentals of Real Estate Practice)
- PGDip/MSc in Surveying*
(Module option at Part 1: Fundamentals of Construction Practice)
- MSc in Surveying – Construction Management Route
(for applicants seeking CIOB membership)

*** Mentoring**

To apply for our diploma or Graduate Development Programme courses you must be in relevant employment or have organised work shadowing within the construction or real estate industries. You must provide a letter of support from your employer or organised mentor for the diploma level courses.

- I confirm that I have carefully considered how I will fulfil these criteria.

<p>Last/Family name:</p> <p>Mr/Mrs/Miss/Ms (Please circle one)</p> <p>First/Given name(s):</p>

<p>Date of birth:</p> <table border="1" style="float: right; text-align: center; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Day</td> <td style="padding: 2px 5px;">Month</td> <td style="padding: 2px 5px;">Year</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"> </td> <td style="border: 1px solid black; height: 20px;"> </td> <td style="border: 1px solid black; height: 20px;"> </td> </tr> </table> <p>Country of birth:</p>	Day	Month	Year			
Day	Month	Year				

<p>Contact address:</p> <p>Postcode:</p> <p>Contact telephone:</p> <p>Mobile telephone:</p> <p>Email:</p>

<p>Parcel delivery address:</p> <p>Postcode:</p> <p>Contact telephone:</p>
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- Please tick this box if you do not wish the College to share your name, town, daytime telephone, employer's name, email and fax number with other CEM students accepted on the course.

For CEM use only

Received Ack'd Offered Reg. No. Quals ELTS

Request for exemption

If you are applying for a course where exemptions from modules are possible (see prospectus), you must supply below the names of the modules that you wish to be exempt from:

In order to make an assessment for exemption from a previous course you have studied, you will need to provide with this application form:

- an academic transcript which lists the modules studied and the marks achieved;
- syllabus information which outlines the subject areas/topics covered in the related modules.

Please send copies, not original documents.

Employment details

Employment, if any, up to present time, starting with most recent.

Employer's name and address	Dates	Position/Job title	Brief description of duties
<p>Give brief details of any practical experience relevant to the course.</p>			<p>Total number of years' relevant work experience <input style="width: 40px; height: 20px;" type="text"/></p>

Special needs

Do you have any special educational needs? If so, please tell us about them here. The more information you are able to provide to us now, the better we will be able to assist you through the application process and on to the start of your course.

CEM Representatives

If you are a CEM Representative, or have been introduced to the College through a CEM Representative, please provide your CEM Representative code in the box below:

Representative code

Personal statement

This section should be completed if you wish to supply any additional information to support your application, or if you do not meet the entry requirements for the course but nevertheless wish to be considered.

Evidence of qualifications

- a The fee covers distance learning materials, tuition, face-to-face teaching in accordance with the prospectus, and examination fees at centres designated by the College.
- b No money should be sent with this application. The Admissions Office will issue a Student Registration Agreement to successful applicants, containing details of fees due, deadline for payment (normally four weeks before the course start date), and methods of payment.
- c Methods of payment include:
- online payment by credit card or by UK direct debit;
 - bank or building society cheque in sterling, British postal order, banker's draft in sterling drawn on a UK bank, or Eurocheque;
 - credit or debit card (Mastercard, Visa, Maestro);
 - invoice to third party or sponsor (UK-based sponsors only);
 - personal payment plan by direct debit (UK bank account only);
 - instalment plan (overseas-based students only).

Note that study materials may be subject to import duties and charges in some countries. The College confines its responsibility to furnishing shipping documents conforming to internationally agreed standards.

UK students are reminded of the availability of Career Development Loans, details of which are normally included with our prospectus. Further copies are available from the Admissions Office (email: prospectuses@cem.ac.uk).

- d Unless the online registration and payment system is used (see **c i**) above), the Student Registration Agreement should be signed and returned with either a remittance or payment agreement to the Accountant at the College, no later than four weeks before the start date.

Withdrawal from a course

- e New students are given the opportunity to withdraw from a course **within four weeks** of the official start date and receive a refund. If you decide that the course is not suitable for your needs, you must inform the Exams and Progression Office and return all the course materials in good condition **within four weeks of the starting date of the course as published in the prospectus**. Any course fees paid will then be refunded, less a deduction for administrative costs.
- f If, **after four weeks** into the course, you wish to withdraw from your course, you must inform the Exams and Progression Office and return all the course materials in good condition. The proportion of fees paid relating to the unexpired part of the course will be refunded.
- g If exceptional circumstances, such as serious illness, force you to withdraw from your course you must inform the Exams and Progression Office. The College may use its discretion to waive all or part of the fees paid.

Deferral or amending of a course

- h If, after four weeks into the course, you wish to amend or defer your course registration, you should write to the Exams and Progression Office giving reasons for your request. If deferral is agreed, an additional fee will be payable of approximately half the normal course fee. Deferral of your course does not imply deferral of any fees due. All fees remain due according to the dates notified at registration.

Statement by applicant

- a I understand that the College may, at their discretion, refuse any applicant admission to, or continuance in, a course. I also understand that copyright in the study materials belongs to the College and they are supplied on the condition that they must not be copied or disposed of or transferred to any other party. This condition is an integral part of the contract under which the materials are supplied and any breach of the condition may lead to action on the part of the College to protect its interest.
- b I have read the provisions with regard to the payment of fees set out above and agree to abide by them.
- c I confirm that the information I have entered on this form is correct at the time of completion.
- d I confirm that evidence of my qualifications is enclosed (see 3 and 4).
- e I confirm that I have satisfied the English language requirement or enrolled for the English test.

Signed:

Date:

This form, **together with evidence of your qualifications**, should be returned to **Admissions, The College of Estate Management, Whiteknights, Reading, RG6 6AW, United Kingdom**.

Exact closing dates for receipt of applications by the College are given in the current prospectus. You are advised to use Special Delivery post when submitting your application form and enclosures. All applications will be acknowledged.

How did you hear about the College?

- | | |
|---|---|
| <input type="checkbox"/> Past student | <input type="checkbox"/> Professional body |
| <input type="checkbox"/> Friend or colleague | <input type="checkbox"/> Direct mail from CEM |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Email from CEM |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Event |
| <input type="checkbox"/> Directory | <input type="checkbox"/> Adopt-a-City |
| <input type="checkbox"/> Publication or journal | <input type="checkbox"/> Local networks |

Other

Why did you decide to apply for this course?

- | |
|--|
| <input type="checkbox"/> Personal development |
| <input type="checkbox"/> Career progression |
| <input type="checkbox"/> To develop specialist skills and knowledge |
| <input type="checkbox"/> Obtain professional body qualification/status |
| <input type="checkbox"/> Build on personal and practical experience |

Other