

## APPLICATION FORM FOR NEW STUDENTS BURSARY SCHEME

**Deadline:** 12 October 2012

Please note we are unable to accept applications that are submitted after the deadline

- Please read all the information carefully before completing this form.
- Further information about the application process is available at [www.cem.ac.uk/finance](http://www.cem.ac.uk/finance)  
Bursaries are normally for 50% of fees, however, in exceptional circumstances, awards of up to 100% may be given
- Please use **black ink** and **BLOCK CAPITAL** letters when completing this form and do not forget to supply all additional documentation requested.

**Programme choice:** BSc degrees *Please note, you must be a new student and must have been offered a place on the BSc programme to apply for this bursary.*

**Programme route:**  Building Services Quantity Surveying  Estate Management  Building Surveying  
 Property Management  Construction Management  Quantity Surveying

**Student number** *This is the number provided to you in your offer from Admissions.* \_\_\_\_\_

**Surname** \_\_\_\_\_

**Title** *Please tick the title you normally use.*

Ms  Mrs  Miss  Mr  Dr  Prof  Other \_\_\_\_\_

**Forename(s)** \_\_\_\_\_

**Home address** *This is the address used for correspondence.*

\_\_\_\_\_  
\_\_\_\_\_

**Telephone/mobile** \_\_\_\_\_

**Email** \_\_\_\_\_ **Date of birth** DD/MM/YY \_\_\_\_\_

**How did you hear about this bursary scheme?** *Please tick as appropriate.*

CEM Website  Email  Online advertisement  Other *(please specify)* \_\_\_\_\_

For Office use only: INCOME : £

## NATIONALITY AND RESIDENCE DETAILS

Nationality \_\_\_\_\_

Country of permanent residence *The country in which you are normally resident*

\_\_\_\_\_

Country of birth \_\_\_\_\_

## EMPLOYMENT HISTORY

Please give your employment history summarising your career to date, starting with the most recent position first. If there are any appreciable lapses of time between dates, reasons should be given.

## CURRENT EMPLOYMENT

Please give your current job title. \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer address \_\_\_\_\_

Manager's name \_\_\_\_\_

Manager's email address \_\_\_\_\_

Length of service with your current employer \_\_\_\_\_

Reasons for leaving *If you have left your most recent position, please give your reasons for leaving.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you discussed your studies with your employer? Yes  No

Will they support you? Yes  No

In the space below please explain how any work based learning requirements on the course will be fulfilled through your current employment?

## PAST EMPLOYMENT

Name and address of employer	Position held and responsibilities	Dates of Employment

## FINANCE: PROOF OF INCOME

We need to see evidence of your income. Please read the notes below regarding the evidence required in different circumstances.

Please state the amount and currency in which you are paid.

Your gross income per annum \_\_\_\_\_

### EMPLOYMENT

#### Copies of payslips

- Please provide copy payslips of your earnings for July, August and September 2012 inclusive.
- Please note for UK students we can not accept HMRC form P60 as proof of your income.
- Please note for UK students that Tax Credit and Child benefit are not classified as your income.

### SELF-EMPLOYMENT

Copy of your completed tax return for 2010/11 (or 2011/12 if available) - *this is the CA302 form from HMRC, you can request this from the tax office - UK students only*

**and**

Copy of your most recent set of accounts

### STUDENTS Just left education

We still need to see evidence of your income.

If you have never worked please could you send us evidence that you were or still are in full time education? Please submit a letter from your School, College or University confirming your student status, in addition to copies of your bank statements for July, August and September 2012.

### UNEMPLOYED

We need to see recent evidence of your unemployment *UK students only*

- Jobseekers Allowance Letter
- Income Support Letter
- Incapacity Benefit Letter
- P45 form or redundancy letter

### OTHER BURSARY/GRANTS

Please list any other bursaries, scholarships and/or grants already obtained or applied for.  
If none then please record "None"

Name	Awarding body	Value of award and years

**How would you finance the non-bursary element of your course fees?** *Please tick as many as apply*

Self  Family  Other  Non-CEM scholarship

**In up to 250 words, please detail how you intend to fund the balance of the course fees.**

## PERSONAL STATEMENT

Please attach a personal statement that describes your ideas and ambitions for your future. Why do you think you should be considered for this bursary? What use will you make of your qualification? Your statement should fit within the space provided below. There is no fixed word limit.

Do you have any children/adults who rely on your income for support? Please list full details below.

## REFERENCE

Please provide a reference as to character, conduct and eligibility for this bursary from one independent referee (preferably a member of the RICS/CIOB or another professional body) having personal knowledge of you. The referee cannot be a family member.

All applicants must provide a reference of suitability for for an award. This should be in the form of a letter from your referee (who may be contacted to clarify details). The referee should also sign this form.

Please note that it is your responsibility to contact your referee and ensure that the reference reaches CEM.

### To be completed by referee:

**Name of referee** \_\_\_\_\_

**Referee's occupation** \_\_\_\_\_

**Referee's address** \_\_\_\_\_  
\_\_\_\_\_

**Referee's telephone number** \_\_\_\_\_

**Referee's email address** \_\_\_\_\_

**Name of professional membership body to which referee belongs** \_\_\_\_\_

I (name) \_\_\_\_\_ of (address) \_\_\_\_\_  
have known the applicant for \_\_\_\_\_ years and from my personal knowledge can confirm that the above information is correct. I also can confirm that the applicant's circumstances are such that a need exists for financial help with his/her course fees.

I am also prepared to be contacted by the College of Estate Management in respect of this student's application for a bursary.

Referee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## CHECKLIST

Before signing this form please ensure you have completed all the questions and included the following documents with your application. Your application can only be considered after all documentation has been received. All supporting documents must be received by the deadline specified in the guidelines.

*Tick as appropriate.*

- New Students Bursary Application form**
- Proof of income**
- Personal statement**
- Letter from referee**

## DATA PROTECTION ACT

It is a Charity Commission requirement to investigate the personal circumstances of applicants for bursaries. The personal data supplied on this form and other information relating to the granting of a bursary will be held on file. Some details may be checked with relevant organisations but none will be disclosed for any inappropriate purpose. You may have access to your personal information which we hold on request.

## DECLARATION

I hereby declare that the particulars contained in this form of application are correct and I undertake to notify the College of Estate Management of any changes thereto. I also understand that the decision whether to award a bursary is at the sole discretion of the College of Estate Management and that there is no right of appeal.

Signature \_\_\_\_\_ Date \_\_\_\_\_