



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# Application Form for New Students Bursary Scheme

Finance Department, University College of Estate Management,  
Horizons, 60 Queen's Road, Reading, RG1 4BS, UK

Email [finance@ucem.ac.uk](mailto:finance@ucem.ac.uk)

Please read all the information carefully before  
completing this form.

Further information about the application process is  
available at [www.ucem.ac.uk/finance](http://www.ucem.ac.uk/finance)

Bursaries are normally for 50% of fees, however, in exceptional  
circumstances, awards of up to 100% may be given

When completing this form please FILL OUT THE PDF ON SCREEN  
then print it out, sign it, scan it and email it back as  
ONE DOCUMENT.

Please do not forget to supply all additional documentation  
that is requested.

**DEADLINE:** Please go to the bursary page on the UCEM website at <https://www.ucem.ac.uk/bursary>  
Please note we are unable to accept applications that are submitted after the deadline.

Programme choice: Certificate of Higher Education and BSc degrees

Please note you must be a new student and must have been offered a place on a programme to apply for this bursary

Programme route:

Certificate of Higher Education (CERT HE) in Surveying Practice

BSc Building Surveying

BSc Construction Management

BSc Real Estate Management

BSc Quantity Surveying

Personal details:

Student number This is the number provided to you in your offer from Admissions

Surname

Title Please mark 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 mark as appropriate

UCEM

Websearch

Email

Online advertisement

Other

For Office use only

Income : £

## Nationality and residence details

Nationality

Country of permanent residence The country in which you normally reside

Country of birth

## Employment history

Please give details of current and previous employment with most recent first.  
Please explain any gaps.

### Current employment

Current job title

Employer's name

Employer's 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)

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?

Name and address of employer

Position held and responsibilities

Dates of Employment



How would you finance the non-bursary element of your programme fees?

Please mark as many as apply

Self

Family

Other

Non-UCEM scholarship

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

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

### 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.

## 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 UCEM. Your application will not be considered until this is received by UCEM.

#### 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 programme fees.

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

Referee's signature

Date

## UCEM/CEM offer and bursary application history

Have you ever been offered a place on a UCEM/CEM programme before?

Please mark as appropriate: Yes  No

If yes, please give programme and year and reasons for not taking up the place?

Have you ever applied for a UCEM/CEM bursary before?

Please mark as appropriate: Yes  No

If yes, please give reasons why you did not take up the bursary: Not awarded  Other  please specify:

## 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 on the UCEM website at [www.ucem.ac.uk/bursary](http://www.ucem.ac.uk/bursary).

Please mark as appropriate:

- New Students Bursary Application form
- Proof of income
- Personal statement
- Letter from referee
- UCEM offer and bursary application history completed

## 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 granting a bursary will be held on file.

You may have access to this personal information, on request.

Some details may be checked with relevant organisations but none will be disclosed for any inappropriate purpose.

## Declaration

I hereby declare that the particulars contained in this form of application are correct and I undertake to notify University 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 University College of Estate Management and that there is no right of appeal.

Signature

Date