



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# Application Form for Redundancy Support Scheme

(EXISTING STUDENTS ONLY)

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

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)

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

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

## A. Personal details:

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

**Full Name:**

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

Ms

Mrs

Miss

Mr

Dr

Prof

Other

**Programme:**

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

**Telephone/mobile:**

**Email:**

**Do you have any children who are financially dependent on you?** (If so please list full names and dates of birth)

**Do you have any adults who are financially dependent on you?** (If so please list full names and dates of birth)

## B. Evidence of Redundancy

Applicants must provide written evidence of their redundancy. This should be in the form of a letter from your previous employer (who may be contacted to clarify details).

Period of service with previous employer: Date from:  Date to:

Type of contract with previous employer (e.g. permanent/fixed-term/temporary):

Length of contract with previous employer (if fixed-term):

### Previous employer's contact details:

Contact name:

Contact address:

Contact email address:

Contact telephone/mobile:

**Please enclose a copy of the letter from your previous employer advising you that your position has been made redundant.**

## C. Personal Statement

Please write a brief statement below on your future career ambitions and your prospects of finding alternative employment:.

## 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.

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 to be signed and dated by the applicant:

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 to appeal.

Signed:

Dated:

**PLEASE EMAIL YOUR APPLICATION FORM and COPY OF YOUR REDUNDANCY LETTER TO [finance@ucem.ac.uk](mailto:finance@ucem.ac.uk) OR POST TO:**

The Finance Department  
University College of Estate Management  
Horizons  
60 Queen's Road  
Reading  
RG1 4BS  
United Kingdom