



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 IN ADOBE ACROBAT** 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

BSc Building Control

**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?

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.

Your gross income per annum Please state the amount and currency in which you are paid

## Employment

### Copies of payslips

- Please provide copy payslips of your earnings for the last 3 months
- Please note for UK students we cannot accept HMRC form P60 as proof of your income
- Please note for UK students that Tax Credits and Child Benefit are not classified as your income

## Self employment

Copy of your most recent completed tax return - UK students only This is the CA302 form from HMRC, you can request this from the tax office

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 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 the last 3 months

## Unemployed

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

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

## Other bursaries/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 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