

Application Form for UCEM Centenary Fund

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

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.

DEADLINE: 5th February 2021 for Spring 2021 entry. Please note we are unable to accept applications that are submitted after the deadline.

Programme choice:

Please note you must be a new student and must have applied for, and meet the criteria for, entry to a UCEM programme.

Programme route:

Postgraduate MSc/MBA

Undergraduate BSc

Level 3 Apprenticeship

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 the Centenary Fund? 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 financially? Yes No

Will they support you in other ways? e.g study leave, mentorship, training Yes No

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

Past employment

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

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

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

Name	Date of Birth	Relationship to you

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:

Personal statement

Please complete a personal statement below. 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.

The awards will be assessed on:

- Academic ability
- Demonstration of your commitment to entering the surveying profession
- Financial needs

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 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

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.

Please mark as appropriate:

UCEM Centenary Fund 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.

To understand the types of records we keep and how your data may be used, please refer to UCEM Data Protection Privacy Policies at www.ucem.ac.uk

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