CIPR

# Application to study for the CIPR Advanced Certificate
# PLUS
# CIPR membership application for UK based students

***Applicants must complete ALL parts of the application form. Please ensure you have completed everything by ticking the checklist boxes below***

- Course application fee payment details (credit/debit card or cheque – see below) (page 1) [ ]
- Advanced Certificate application form – note a signature is required (page 4) [ ]
- Contact details (page 5) [ ]
- Academic and career details (page 6) [ ]
- Official sponsor's letter and a copy of your degree certificate (if applicable). [ ]
  **NB: Failure to provide this information will delay your application and may result in your chosen centre being fully booked.**
- CIPR Membership application form *[unless you are already a CIPR member]* (pages 7 & 8). [ ]
  Note a signature is required (page 8)
- **IMPORTANT: It is your responsibility to ensure that you have received your membership number within one month of the start of the membership term as detailed on Page 8 – You will not be able to submit assignments without it.**
- Payment for the membership subscription (£145) by cheque or credit card (page 9) [ ]

**Please return your completed application form and payment to: Bernadette Eveleigh, Chartered Institute of Public Relations, Public Relations Centre, 52 - 53 Russell Square, London, WC1B 4HP.**

**If you have any queries regarding your Advanced Certificate application, please contact the Chartered Institute of Public Relations on 020 7631 6925 or email BernadetteE@cipr.co.uk**

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## Payment of Course Application Fee and/or CIPR Awarding Body Fee

*All applications must be accompanied by the course application fee and membership fee (if applicable). These will be returned if the CIPR is unable to accept applications for any reason, or if the course applied for is cancelled. Otherwise the application fee is non-refundable. The £50 application fee is part of the CIPR Awarding Body fee and this amount will be deducted from the final CIPR invoice for the Awarding Body fees. If you wish to pay the Awarding Body fees in full now please tick the correct box below. Receipts will be issued on request.* ***Please note: Your chosen study centre will invoice you separately for their centre course fees***

**If paying by cheque we will require a separate cheque for your £145 membership fee (if applicable) as this will be cashed at a later date.*

**Please complete the details below:** ***(NB: complete Page 9 for membership fees)***

I enclose a cheque made payable to the **CIPR** for £50 (Please invoice the remaining £730) [ ]

I enclose a cheque made payable to the **CIPR** for the entire £780 Awarding Body fee [ ]

Please deduct from my credit / debit card below the sum of £50 (Please invoice the remaining £730) [ ]

Please deduct from my credit / debit card below the entire £780 Awarding Body fee [ ]

***Payment of the CIPR Awarding Body fee by instalments is available for self-funding students. Please email bernadettee@cipr.co.uk for details***

**Credit / Debit card payment:** *If paying by credit / debit card, please complete the details below:*

**Card no** __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

**Expiry date** __ __ / __ __ **Issue no** (Maestro only) __ __ **or Valid from date** __ __/ __ __

**Security numbers (last 3 numbers on back of card)** __ __ __

**Card type (delete as appropriate) AMEX/ Visa / Maestro / Delta / MasterCard**

**Name of card holder** ……

**House No. and Postcode where card is registered**……..…

**PLEASE NOTE: The CIPR regrets it is unable to accept payment by BACS**

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# Application to Study for the CIPR Advanced Certificate

Please type or print clearly

Preferred centre of study ……..... Start date……..…

Title…… Surname…… Forename ……

Are you currently studying for any other course? **Yes/No**

If yes, please give details ……

**Are you a CIPR member? Yes/No** If Yes, please give membership number ……

If No, please complete the Membership application on pages 8 and 9 of this form and enclose your £145 membership fee.

## Sponsorship

Will your company be paying your **course** fees? **Yes / No**

***If yes, please enclose an official letter from your company / sponsor confirming that they will be paying your fee, including the following information:***

- Company name and address
- Invoice address (if different) with contact name and telephone number for finance queries
- Purchase Order no (if applicable)*
- Name, telephone number and email address of the person responsible for your sponsorship

***PLEASE NOTE:**

If your company operates a Purchase Order system then details of both Purchase Order numbers (one for the CIPR Awarding Body fee and one for the centre course fee) are required. Failure to provide this information may result in your application being delayed.

## Equal Opportunities Monitoring

The CIPR is committed to equal opportunities for all working in public relations. In order to promote active policies to widen diversity we ask your co-operation in completing the appropriate boxes below. This information will remain strictly confidential and will only be used for monitoring purposes.

**1. PHYSICAL STATUS**

[ ] Non-disabled
[ ] Disabled
[ ] Have a hearing impairment
[ ] Have a visual impairment
[ ] Have special access needs
[ ] Other – please give details

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**2. ETHNIC ORIGIN**

*Please indicate the category which best describes your ethnic origin:*

2.1 White

[ ] 2.1a British
[ ] 2.1b Irish
[ ] 2.1c Any other white background (please write below)

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2.2 Mixed

[ ] 2.2a White and Black Caribbean
[ ] 2.2b White and Asian
[ ] 2.2c White and Black African
[ ] 2.2d Any other mixed background (please write below)

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2.3 Asian or Asian British

[ ] 2.3a Indian
[ ] 2.3b Bangladeshi
[ ] 2.3c Pakistani
[ ] 2.3d Any other Asian background (please write below)

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2.4 Black or Black British

[ ] 2.4a Caribbean
[ ] 2.4b African
[ ] 2.4c Any other black background (please write below)

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2.5 Chinese or other ethnic group

[ ] 2.5a Chinese
[ ] 2.5b Any other (please write below)

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**Is English your first language? [ ] Yes [ ] No**

If No, please provide evidence of competence in the English language at: Cambridge Advanced Certificate or Proficiency Level or equivalent, or IELTS Level 7.

## Marketing Information

Where did you find out about the CIPR Advanced Certificate? (You may tick more than one)

| | |
|---|---|
| Brochure | |
| CIPR website | |
| CIPR e-newsletter | |
| Newspaper ***article or advertisement*** please give details | |
| PR event | |
| Friend/colleague | |
| Other – Please give details | |

- ❑ Occasionally we may promote, via a third party, products and services we feel will be of interest to our members. These are always carefully screened but if you do not wish to receive this information please tick here.

## Conditions and confirmation

I have read and understand the terms and conditions below and confirm that all the information I have provided on this application form is correct:

Signature _____ Date _____

***REMINDER: Have you attached all relevant documents and payments to your application? (See Page 1)***

**Please return your completed forms and payment to:**

**Chartered Institute of Public Relations, Public Relations Centre, 52 – 53 Russell Square, London, WC1B 4HP.**

**TERMS & CONDITIONS (Important information – please read carefully):**

**COURSE FEES:** The course Awarding Body fee **MUST** be paid in full prior to the start of the course or 30 days from date of invoice (whichever is the soonest). The application fee will be returned if the CIPR is unable to accept applications for any reason, or if the course applied for is cancelled. Otherwise no refunds will be given. **REFUNDS:** In the event of cancellation by the course participant a full refund (minus the £50 application fee) will be given up to 14 days before the start date of a course. From 14 days prior to the start date, to the commencement of the course, a 50% refund (minus the £50 application fee), will be given. No refunds will be given after a course has started. In the event of cancellation of a course by the CIPR, refunds will be given in full. This does not affect your statutory rights. Places are non-transferable. **CANCELLATIONS:** Occasionally it will be necessary to cancel a course if minimum numbers can't be achieved. If your course is cancelled the CIPR will contact you by email offering a choice of alternative venues or a full refund. **DEFERRALS:** Occasionally students may encounter pressures through work or personal circumstances that make it difficult to complete the course in one academic year. In such circumstances, providing the student can show valid reason*, the student will be able to either withdraw from the course entirely, and to postpone teaching and assessments not yet taken to the following academic year, or to defer some or all assessments to the following academic year. A deferral fee will apply. **MEMBERSHIP:** Once activated, membership cannot be deferred or cancelled. No refunds will be given unless the course is cancelled by the CIPR. The membership subscription will be due for renewal at the rate relevant to your grade. Only one term of discounted membership is applicable per course. **ABUSIVE BEHAVIOUR:** This will not be tolerated either verbally or written. In exceptional circumstances action may be taken against students who continue to use abusive behaviour and this may result in their place on the course being cancelled and no refund given. **Guidelines on what constitutes a 'valid reason' for deferral, together with the procedure for deferral, will be issued to students at the start of the course.*

# Application to study for the CIPR Advanced Certificate and membership of the CIPR

***Office Use Only:***

*Course:* ***ADVANCED CERTIFICATE*** *Start Date …….....…….....…… Mem Renew date .....*

*Mem No. ……...…….. Payment ……....…….. CPD ……....….. Exp ……...…… Date …….....……..*

***Membership Grade.....***

## Your Essential Contact Details:

(The name that you give will appear on all CIPR membership correspondence including your membership and course certificate, if applicable. Please use the same format in all correspondence with the CIPR).

Title: _____ Surname: _____

Forename & other initials: _____ Date of birth: _____

All applicants **MUST** provide their **HOME ADDRESS**. One of the addresses you provide will be used as the main address for all CIPR correspondence and will appear in the **secure** member area of the CIPR website.

Please indicate which is your preferred mailing address: ☐ **Company** ☐ **Home**

**YOUR BUSINESS ADDRESS:**

Job Title: _____

Full name of organisation: _____

Company address: _____

_____

Postcode: _____ County: _____

Brief description of your organisation's activities: _____

_____

_____

**YOUR TELEPHONE AND EMAIL:**

Business tel: _____ Home tel: _____ Business fax: _____

Mobile: _____ Home email: _____

Business email: _____ Website: _____

Please indicate which email address you would prefer CIPR correspondence to be sent to: ☐ Company ☐ Home

**YOUR HOME ADDRESS: (NB: Your results and certificate will be sent to this address)**

Home address: _____

_____

Postcode: _____ County: _____

Do you work: (tick one) ☐ Freelance ☐ Consultancy ☐ In-house ☐ Non-PR ☐ Not working

## Application to study for the CIPR Advanced Certificate and membership of the CIPR

### Academic Details

*GCSE and 'A' / 'AS' levels need only take up one line eg. 7 GCSE grades A-C*

| Title or name of award | Grade(s) | Year | Institution |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**Please continue on a separate sheet if necessary**

**If you have a degree please send a copy of your certificate with this application form.**
**If you are sending a copy of your degree certificate later please tick this box [ ]**

### PR and Communication experience

*Starting with current employment and **ALL** of your previous PR or related roles*

*(If you have no experience in PR please state this – do not leave this section blank)*

| Employer | Start/Finish dates | Job title and brief description of your PR responsibilities |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Please continue on a separate sheet if necessary**

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# Application for membership of the Chartered Institute of Public Relations for CIPR Advanced Certificate or Diploma Applicants

*If you are already a member of the CIPR please quote your membership number*

*……..*

*(Existing members do not need to complete the rest of this form)*

It is a condition of studying the CIPR Advanced Certificate or Diploma that you apply for membership of the Chartered Institute of Public Relations at the **grade relevant to your experience at the start of the course**.

The CIPR is here to help PR professionals like you stay ahead of the game throughout your career. For more information on member benefits take a look at http://www.cipr.co.uk/benefits.

The term of membership for new members applying to study the CIPR Advanced Certificate or Diploma will be as follows:

- **Course start date between Sept and Dec 2011** – membership term from September 2011 to 31 December 2012
- **Course start date between January and March 2012** – membership term is from January 2012 to 31 March 2013

Your membership will be activated in the first month of the term (September 2011 or January 2012) providing the membership fee has been paid.

Confirmation of your membership number will be sent by email and a membership welcome pack (and membership certificate if Associate or Member grade) by post.

**Important - It is your responsibility to ensure you have received your membership number within one month of the start of the membership terms as above – you will not be able to submit assignments without it.**

Contact membership@cipr.co.uk or the membership team at 020 7631 6900 with any queries, remembering to let them know that you are applying for the Advanced Certificate course.

## Fees

A discounted rate of £145 is offered for the above term of membership regardless of the grade you are applying for, providing you are accepted on the course.

## Course Cancellations/Deferrals

The membership fee is non-refundable once the membership has been activated. Please refer to the course deferrals policy on Page 4 of this application form.

## Upgrading your membership on completion of your course

Students from the Advanced Certificate course will **automatically** be upgraded to Associate (ACIPR) membership on successful completion of the course. If you are already an Associate member with three years' experience in PR and Communications you will be invited to upgrade to Member (MCIPR).

Students from the Diploma course will **automatically** be upgraded to Member (MCIPR) status on successful completion of the course.

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**YOUR MEMBERSHIP GRADE (please select one)**

I am applying for **Member** grade (MCIPR) as I have:

☐more than six but less than ten years' experience in PR and Communications and commit to CIPR CPD (http://www.cipr.co.uk/cpd) for one year **or**

☐ ten years' experience in PR and communications **or**

☐ ten years in senior management and now hold a senior PR position in a major organisation

I am applying for **Associate** grade (ACIPR) as I have

☐ at least three years' experience in public relations and communications

☐ I am applying for **Affiliate** grade as I have less than 3 years' experience in PR and communications

**STAYING IN TOUCH WITH THE CIPR**

CIPR Member directory: your contact details will be published in our online member-only directory – please indicate below if you **do not** want your details published:

CIPR member emails and mailings: we will send you regular emails and mailings about CIPR activities, initiatives, groups and events – please indicate below if you **do not** want to receive these communications.

Please do not publish my:

☐ Address

☐ Work telephone

☐ Home telephone

☐ Fax

☐ Mobile

☐ Email

Please do not send me:

☐ CIPR HQ email newsletters

☐ CIPR mailings

☐ CIPR national/regional group emails

☐ CIPR sectoral group emails

CIPR third party mailings - from time to time the CIPR works with other carefully selected and relevant organisations. Please tick here if you **do not** wish to receive these ☐

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**YOUR SIGNATURE**

I confirm that the information given in this application is correct and agree to abide by the CIPR's Code of Conduct (www.cipr.co.uk/code-of-conduct)

Signed Date

**Name (please print)** ……..……

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***Office Use only: Name:…….. Payment ……. Date ……***

## Payment details for CIPR Membership (£145)

**Please complete the details below:**

I enclose a cheque made payable to **Chartered Institute of Public Relations** for the membership subscription of £145* [ ]

Please deduct the membership subscription from my credit / debit card* [ ]

*If paying by credit / debit card, please complete the details below:*

**Credit / Debit card details:**

**Card no** __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

**Expiry date** __ __ / __ __ **Issue no** (Maestro only) __ __ **or Valid from date** __ __/ __ __

**Security numbers (last 3 numbers on back of card)** __ __ __

**Card type (delete as appropriate) AMEX/ Visa / Maestro / Delta / MasterCard**

**Name of card holder** ……

**House no and Postcode where card is registered**……..…

* Receipt available **on request**.

**PLEASE NOTE:**

**Membership fees must be paid by cheque or credit / debit card. We regret we are unable to accept payment by BACS.**

**If an invoice is requested for membership fees this will cause a delay to the processing of your application and will require a separate Purchase Order number.**