



Application to Study for the CIPR Advanced Certificate for students based overseas only

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

- 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 (if applicable) and a copy of a degree certificate
NB: Failure to provide this information will delay your application. []
- 250 word statement (see page 6) []

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

Application Fee

All applications must be accompanied by the course application fee. 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. Please note that the CIPR cannot invoice for the £50 application fee. However receipts will be issued on request.

Please note that the application fee is a part of the course fee and the invoice from the CIPR will indicate that this payment has been received and deducted from the CIPR Awarding Body fee.

Please complete the details below:

Please deduct from my credit / debit card below the sum of £50 []

Please take the remainder of the Awarding Body fees (£730) from the CC/DC below []

(Please note: Your study centre will issue a separate invoice for the remainder of the course fees).

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.....



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 online Global Affiliate membership application form at
www.cipr.co.uk/membership/howtojoin - only after you have been accepted on the course.

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 and one for the study centre) 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

- | | |
|--|--|
| <input type="checkbox"/> Non-disabled | <input type="checkbox"/> Have a visual impairment |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Have special access needs |
| <input type="checkbox"/> Have a hearing impairment | <input type="checkbox"/> Other – please give details |
-

2. ETHNIC ORIGIN

Please indicate the category which best describes your ethnic origin:

2.1 White

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> 2.1a British | <input type="checkbox"/> 2.1b Irish |
| <input type="checkbox"/> 2.1c Any other white background (please write below) | |
-

2.2 Mixed

- | | |
|---|--|
| <input type="checkbox"/> 2.2a White and Black Caribbean | <input type="checkbox"/> 2.2b White and Asian |
| <input type="checkbox"/> 2.2c White and Black African | <input type="checkbox"/> 2.2d Any other mixed background (please write below) |
-

2.3 Asian or Asian British

- | | |
|---|--|
| <input type="checkbox"/> 2.3a Indian | <input type="checkbox"/> 2.3b Bangladeshi |
| <input type="checkbox"/> 2.3c Pakistani | <input type="checkbox"/> 2.3d Any other Asian background (please write below) |
-

2.4 Black or Black British

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> 2.4a Caribbean | <input type="checkbox"/> 2.4b African |
| <input type="checkbox"/> 2.4c Any other black background (please write below) | |
-

2.5 Chinese or other ethnic group

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 2.5a Chinese | <input type="checkbox"/> 2.5b Any other (please write below) |
|---------------------------------------|---|
-

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 <i>article or advertisement</i> please give details | |
| Profile magazine | |
| 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:

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. **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.

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Office Use Only:

Course: **ADVANCED CERTIFICATE (Overseas Student)** Start Date Mem Renew date.....
Mem No. Payment CPD Exp Date

Your Essential Contact Details:

(The name that you give will appear on all CIPR correspondence including your 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.

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

YOUR BUSINESS ADDRESS:

Job Title: _____

Full name of organisation: _____

Company address: _____

County: _____

Postcode: _____ Country: _____

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: _____

County: _____

Postcode: _____ Country: _____

Enrolment Criteria

Applicants must satisfy at least **ONE** of the following criteria:

- ❖ Have passed the CIPR Foundation Award
- ❖ Hold any degree
- ❖ Have two year's relevant full-time employment in public relations (or related sectors, e.g. marketing, journalism) and 5 GCSEs grade C or above, one of which must be English Language
- ❖ Have the LCCIEB Group Diploma in PR, plus 1 year's experience in PR

Plus (for non-native speakers of English only) evidence of competence in the English language at: Cambridge Advanced Certificate or Proficiency Level or equivalent, or IELTS Level 7.

Academic Details

List all qualifications and details of all English language qualifications

| 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

ADDITIONAL INFORMATION:

Please enclose a 250 word statement outlining your reasons for wanting to take the CIPR Online Advanced Certificate in Public Relations.

APPLICATION FOR GLOBAL AFFILIATE MEMBERSHIP OF THE CIPR

CIPR Membership

If you are accepted on the course membership of the CIPR is a mandatory requirement. Advanced Certificate students who are not already CIPR members and reside overseas and/or don't have a permanent address in the UK will be asked to apply for membership of the Chartered Institute of Public Relations at Global Affiliate level. The 2009 fee for this is £77 (from 1st January 2010 the fee will be £79) and application forms can be completed and submitted online at www.cipr.co.uk/membership/howtojoin

Students are advised to apply for this membership only after they receive notification of acceptance on the course from the CIPR.

Please note: Global Affiliate membership is an online only membership:

Included in the benefits of Global Affiliate membership are:

- ❖ Access to all the information in the member area at www.cipr.co.uk
- ❖ Help to work more effectively
- ❖ The ability to stay in touch with the latest public relations news and trends
- ❖ Support with your professional development
- ❖ Unlimited access to the Member Rooms in the CIPR PR Centre when visiting London

For full information about these and other benefits of membership please visit <http://www.cipr.co.uk/membership>.

Advanced Certificate students are eligible for Associate (ACIPR) membership and you will be invited to apply to upgrade your membership on successful completion of the course.

Please return your completed form and supporting material to: **Bernadette Eveleigh, CIPR Public Relations Centre, 52 – 53 Russell Square, London, WC1B 4HP or by fax ++44 (0)20 7631 6944.**