



**Application to study for the CIPR Internal Communication Diploma
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

- CIPR Awarding Body fee payment details (credit/debit card or cheque – see below) (page 1) []
- Internal Communication Diploma 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 your CIPR membership is in place prior to commencement of the course as you will not be able to submit assignments without your membership number. – Please see Page 8.**
- Payment for the membership subscription (£130) 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 Internal Communication Diploma application, please contact the Chartered Institute of Public Relations on 020 7631 6925 or email BernadetteE@cipr.co.uk

Payment of CIPR Awarding Body Fee (NB: Please complete page 9 for Membership fees)

*All applications must be accompanied by the Awarding Body 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. If you cancel your place on the course an administration fee of £50 will be retained by the CIPR. Please see **Page 4** for full Terms and Conditions.*

<u>Please tick the correct box:</u>	
I enclose a cheque* made payable to the CIPR for the £320 Awarding Body fee	[]
Please deduct from the credit / debit card below the £320 Awarding Body fee	[]
Please invoice my sponsor for the £320 Awarding Body fee (sponsorship letter attached)	[]
<u>Instalment option (for self-funding students only) (Please see page 10 for full details):</u>	
I enclose a cheque* made payable to the CIPR for the first instalment of £160	[]
Please deduct from the credit / debit card below the first instalment of £160	[]
*(Please issue a separate cheque for your membership fees as this will be cashed at a later date)	

IMPORTANT: Your chosen study centre will invoice you/your sponsor separately for the tuition fees.

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: To comply with Data Protection, card details will be stored securely by the CIPR. These details WILL NOT be forwarded to your study centre who will invoice you separately. The CIPR regrets it is unable to accept payment by BACS



Application to Study for the CIPR Internal Communication Diploma

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 £130 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

- | | |
|--|--|
| <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 Internal Communication Diploma? (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) except for those paying by instalments when the instalment arrangements must be adhered to. The Awarding Body fee will be returned if the CIPR is unable to accept applications for any reason, or if the course applied for is cancelled. **REFUNDS:** In the event of cancellation by the course participant a full refund (minus £50) will be given providing the cancellation notice is received a clear 14 days before the start date of the course. The refund amount will be 50% of the total Awarding Body fee for cancellations received after this period. No refunds will be given after the 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 Internal Communication Diploma and membership of the CIPR

Office Use Only:

Course: INT COMMS DIPLOMA Start Date Mem Renew date

Mem No. Payment CPD Exp Date

Membership Grade.....

Sectoral Group: **CIPR Inside**

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

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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

Does your current role involve lobbying? Yes * No

*The UK Public Affairs Council maintains a register of those engaged in lobbying. If you meet UKPAC's definition of a lobbyist it is a condition of your CIPR membership that you register your details at www.publicaffairsCouncil.org.uk once your CIPR membership has been activated.



**Application for membership of the Chartered Institute of Public Relations for
CIPR Internal Communication Certificate and 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 Internal Communication Certificate 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 (see criteria for grades).

The discounted term of membership for new members applying to study the CIPR Internal Communication Diploma will be for one year.

As a benefit of membership you will also be given free membership for one year to *CIPR Inside*, the CIPR sectoral group for Internal Communicators.

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 once your membership fee has been paid and activated.

You can view more benefits of membership at www.cipr.co.uk/membership/benefits.

If you have any queries regarding your membership please email membership@cipr.co.uk remembering to let them know which course you are studying.

Fees

A discounted rate of £130 is offered to new members for the first year 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 processed. Please refer to the course deferrals policy on Page 4 of this application form.

IMPORTANT: It is your responsibility to ensure that your CIPR membership is in place prior to commencement of the course as you will not be able to submit assignments without your membership number.



YOUR MEMBERSHIP GRADE (please select one)

I AM APPLYING FOR:

Member grade as I am

- working in or teaching PR (or am temporarily unemployed) and have more than 2 years' PR experience

Associate grade as I (please select one)

- am working in or teaching PR (or temporarily unemployed) and have some (up to 2 years) PR experience; **or**
- have graduated from a CIPR recognised course; **or**
- have been a Student member of the CIPR

Affiliate grade as I am

- based in the UK and not currently working in PR but am interested in the public relations profession

Experience in a related field?

If you are currently working in PR and don't yet have 2 years of PR experience but do have more than 2 years of experience in a related field, you can join as an Associate and upgrade to Member grade when you have completed the CIPR career conversion course. For a list of related fields and more information on our career conversion course, please visit www.cipr.co.uk/member-grades.

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

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)



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

Payment details for CIPR Membership (£130)

Please complete the details below:

I enclose a cheque made payable to **Chartered Institute of Public Relations** for the membership subscription of £130* []

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.

Payment of the CIPR Awarding Body fee by instalments for self-funding students only

To help spread the cost of the CIPR Awarding Body fees of £320 these can be paid in two equal instalments of £160 for self-funding students only. Payments must be submitted to the CIPR as follows:-

- First instalment to be sent with your application form
- Second instalment to be paid before **1st June 2012** (invoice to be issued in May 2012)

If you fail to maintain your payments as above then you will not be able to submit your assignments.

IMPORTANT:

When submitting your second instalment please ensure that you write your membership number on the back of the cheque or quote this if you are paying by debit/credit card over the phone or by email so your payment can be credited to the correct account.

Please note that if the tuition fees are offered by instalments you will need to liaise with your study centre directly to arrange this.

Please sign below to confirm agreement of the above arrangements.

Signature: _____

Name: _____

Date: _____