

# NOTES FOR APPLYING FOR MEMBERSHIP UNDER BYE-LAW 4

## 1 Completion of the Application Form

**Section B, Question 4** – Bye Law 28(B) refers to the potential for disqualification of a Member or Registered Student and (b) gives the definition:

“ is or may be suffering from mental disorder and either has been or is admitted to hospital in pursuance of an application for treatment under the Mental Health Act 1983 or in respect of whom an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver curator bonis or other person to exercise powers with respect to his property or affairs;”

**Section C - CIPFA Workplace Training Requirements** - Sections C(i) should be filled in by students who have completed the CIPFA Map of Experiences and Competences (pre 1993 syllabus). Section C(ii) should be filled in by those who have completed the 'Student Logbook' which was introduced in 1993. If you transferred from the pre 1993 system to the 'Student Logbook' you should only complete section C(ii).

You do **not** have to complete this section if you were exempt from the CIPFA workplace training requirements. To be in this category you will either be a Senior Entrant, CCAB Fast Track student, AAT student or started your studies before 1990.

If you have any queries about the completion of sections C or D of the form please contact the Assessments Manager on 020 7543 5648. For queries about the other sections you should contact Joanna Hall, Membership Administrator, on 020 7543 5646.

## 2 Submission schedule

Once complete, the original application form must be returned to the Membership department at Robert Street *at least ten days prior* either to a Council or a Members and Students Development Board meeting. The dates of these meetings are as follows:

### Council

13 December 2007  
10 April 2008  
29 May 2008

### Members & Students Development Board

21 February 2008  
24 April 2008

### 3 Application Fees

The appropriate fee **must** accompany your application form. Applications will not be submitted to Council or Committee if the fee has not been received. The application fee payable is given below.

- If you apply within 365 days of being eligible to do so £135.00
- If you apply after 365 days of being eligible to do so £270.00

**Please note:** to be eligible to apply for membership you must have successfully completed Professional 3, and have fulfilled the workplace training requirements (unless exempt).

### 4 Annual Subscriptions

On acceptance into membership the subscription fee given below will be payable.

- If you become eligible to apply between 1 January and 30 June in any year, and apply on or before 31 December that year (this includes students formerly ineligible as a result of not having completed the Institute's training requirements). £270.00
- If you become eligible to apply on or after 1 July in any year, and apply on or before 31 December in that year (this includes students formerly ineligible as a result of not having completed the Institute's training requirements). £220.00
- If you become eligible to apply in any year but **do not apply** in that year (this includes students formerly ineligible as a result of not having completed the Institute's training requirements). £270.00

**Please note:** any payments already made towards the current year's student member subscription will be deducted from whichever of the above subscription fees is applicable to you.

### 5 Payment of Annual Subscriptions

Annual subscriptions can be paid by direct debit by one of two ways as follows:

- annually following your election to membership, and every January thereafter, or;
- monthly over a six month period following your election to membership, and then over the months of January to June thereafter

If you would like to pay your subscription by direct debit please telephone the Membership department on 020 7543 5665 or email [membership@cipfa.org](mailto:membership@cipfa.org). Alternatively, you can print the mandate from the Personal Information page in 'My Membership' within the secure section of the CIPFA Learning Centre.

If you already pay your annual subscriptions by direct debit you need do nothing. The invoice sent to you following election to membership will advise you of the revised schedule for collection.