

Qualification Submission Form

This must be received at least 4 weeks prior to your assessment. Please note that attendance at your assessment is highly recommended, unless under extraordinary circumstances. Please complete this form in full and send it to: BIPP, Ardenham Court, Oxford Road, Aylesbury, Buckinghamshire, HP19 8HT.

Please tick any relevant boxes & complete in BLOCK CAPITALS

Name _____

Tel _____ Mobile _____

Email _____ Membership Number (if applicable) _____

Qualification applied for:

Full Qualified Membership (tick one)

Licentiate Associate Fellow

Reinstatement of Past Membership (tick one)

Licentiate Associate Fellow

International Membership (tick one)

Licentiate Associate Fellow

Have you applied for this qualification before?

Yes No

Category of work to be submitted _____

Date of Assessment _____

Name of Approved BIPP Mentor _____

Has the BIPP Mentor recommended that you are ready to submit for qualification?

Yes No

Have you received advice from anyone other than an Approved BIPP Mentor?

Yes No

(if yes, please provide details) _____

You will need to submit the following **4 weeks** prior to the assessment day:

- This Application Form
- Submission Fee of £150 including VAT
- CD or memory stick containing: 25-50 images (images are not accepted by electronic transfer); a single digital file of your supporting evidence; CV; copies of your Professional Indemnity and Public Liability insurance certificates
- 4 x copies of your supporting evidence
- Authorisation to charge your card for return postage costs of your submission (if applicable)
- Membership Application Form (for non-members only)

On the day of assessment, you will need to bring with you:

- 25-50 prints in a portfolio/album
- Other supporting evidence or thesis (e.g. published work, albums etc.)

Continued overleaf

Referees

Referees should be able to confirm your current work in professional photography.

Referee Name _____

Address _____

_____ Postcode _____

Tel _____ Mobile _____

Email _____ Relationship to Candidate _____

Referee Name _____

Address _____

_____ Postcode _____

Tel _____ Mobile _____

Email _____ Relationship to Candidate _____

Terms and Conditions

I agree:

- a. to my submission of work being assessed by the Assessors appointed by the Directors of BIPP and to those Assessors making recommendations to the Directors.
- b. that the decision of the Directors of BIPP whether to admit me to membership and as to the appropriate category of membership shall be final.
- c. that neither the BIPP nor its officers, employees or agents may be held responsible for loss or damage to any photographs, images or documents submitted and that, should I wish to do so, I must arrange insurance cover at my own expense for all items submitted.
- d. that unless I notify the BIPP in writing prior to or at the time of my submission of images for assessment, the BIPP may, without fee, publish the images or any of them in its magazine, literature, advertising or website provided that the copyright in the images remains with me and is acknowledged on publication.

I apply to be admitted as a qualified member of the British Institute of Professional Photography and, in respect of such membership, I agree:

- a. to uphold the Code of Professional Conduct as issued by BIPP; and
- b. to be bound by BIPP's Memorandum and Articles of Association; and
- c. to pay my subscriptions on demand.

I hereby declare that the information submitted in respect of my application is true.

Payment of Submission Fee: £150 inc VAT

Please note that this Submission Fee is in addition to the BIPP membership subscription.

To pay for your Qualification Assessment, please visit www.bipp.com to book and pay online. Alternatively, you can call the office on **01296 642020** and pay for your Assessment over the phone.

For All Applicants:

Signature _____ Today's Date _____