



CIBSE Membership Fact Sheet

Membership Fees – I20

(Valid from 1st July 2010)

Application fees

A non-refundable application fee is payable by all new applicants, i.e. those who are not already in CIBSE membership.

If you are transferring from one grade of membership to another, you will not need to send an application fee.

Interview fees

The interview fee is payable with the application form if your application is for the Fellow, Member or Associate grades. Should you not be called for an interview following the initial assessment, the interview fee will be offset against your first year's subscription.

Subscriptions

Applicants for the Affiliate and Student Affiliate grades must send the application fee and the first year's subscription payment on application (indicated in bold in the table below). If you are applying for the Fellow, Member, Associate, Licentiate, Graduate or Companion grades, the subscription is payable when your membership is confirmed.

Please refer to the table below for the appropriate fees for the grade you are applying for:

	Application Fees *	Interview Fees	Annual Subscription Rates
Fellow	£90	£120	£217
Member	£70	£90	£198
Associate	£50	£90	£138
Licentiate	£35	n/a	£98
Graduate	£15	n/a	£79
Companion	£70	n/a	£167
Affiliate	£15	n/a	£88
Student Affiliate** Full Time <i>Single payment for the duration of the course(max 4 years)</i>	£5	n/a	£20
Student Affiliate* Full Time <i>If you apply in your final year (annual rate)</i>	£5	n/a	£20
Student Affiliate* Part Time <i>(annual rate)</i>	£5	n/a	£29

* Fees are not refundable

** To be eligible for the Student rates your tutor must sign your application form. Please give details of your course including start and expected end dates.

NB: Members transferring grades: if current year subscriptions are outstanding, applications for transfer cannot be processed.

Examples:

- If you are applying for the **Licentiate** grade and you are not currently a member of CIBSE, you need to send the **£35** application fee with your application. When your membership is confirmed you will be asked to pay the annual subscription of **£98**.
- If you are applying for the **Member** grade and you are currently in CIBSE membership, send the interview fee of **£90** with your application. The annual subscription of **£198** is payable when your membership at the new grade is confirmed. If you have already paid the annual subscription for another grade, the difference between this rate and the Member rate is payable at this stage. If you were not called for an interview the interview fee already paid will be offset against your first year's subscription and you will be asked to pay the remaining balance.
- If you are applying for the **Fellow** grade through the standard route and you are not currently a CIBSE member, send the **£90** application fee together with the interview fee of £120. When your membership at the new grade is confirmed you will be asked to pay the annual subscription of **£217**. If you were not called for an interview the interview fee already paid will be offset against your first year's subscription and you will be asked to pay the remaining balance.
- If you are applying for the **Affiliate** grade, send the application fee of **£15** and your first year's subscription payment of **£88** with your application.

Reduced Subscription Rates

Direct Debit Payments

A reduced annual subscription is available to existing UK members who are paying by Direct Debit. You will be informed of the reduced rate when your payment is requested. Please note that the Direct Debit rate is not initially available when transferring from one grade to another during the year.

Overseas Members

For existing overseas members **who are paying by standing annual charge to an acceptable credit card**, a reduced annual subscription is available. Please contact CIBSE for further details.

Retired Member

The subscription payment for members aged 50 and over who have retired from full-time work, earning less than £7,500 per annum, is **£40**. Members must confirm their circumstances in writing.

Accepted Payment Methods

- Cheque drawn on a UK bank and made payable to the Chartered Institution of Building Services Engineers
- Bankers draft in sterling (drawn on a UK clearing bank if from abroad)
- Direct Debit mandate
- Mastercard or Visa mandate (continuous chargecard authority)
- Mastercard or Visa for one off call
- Switch
- Visa/Delta
- Postal Order

NB: A charge may be applicable for other cards.