

# Annual Concessionary Rate Application

(Financial Difficulty/Sabbatical)

## Concessionary Rate

Eligible to anyone with Chartered Membership/Fellowship or Tech/Applicant membership experiencing financial difficulty.

It is also available to Chartered members on a sabbatical.

Please select one of the following options that best describes your current financial circumstance:

- ☐ Sabbatical      ☐ Salary or Pay Reduction\*      ☐ Laid off\*      ☐ Redundancy\*
- ☐ Other\* - please outline your circumstances below:

\*Evidence may be required to support your application.

Please complete all your personal details and the declaration in the fields provided below.

## Candidate's Details (please use block letters)

Membership no:	<div></div>	Membership grade:	<div></div>		
Title:	<div></div>	Date of birth:	<div></div>	<div></div>	<div></div>
Forename:	<div></div>		Surname:	<div></div>	
Home address:	<div></div>				
Post/zip code:	<div></div>	Email:	<div></div>		
Telephone:	<div></div>		<div></div>	<div></div>	
	<small>COUNTRY CODE</small>	<small>AREA CODE</small>	<small>NUMBER</small>	<small>COUNTRY CODE</small>	<small>NUMBER</small>

## Candidate's Declaration

☐ I am a Chartered Member/Fellow or Tech/Applicant member currently experiencing financial difficulty.

☐ I am currently on a reduced income due to unemployment, reduced hours or illness.

☐ I am a Chartered Member/Fellow on a sabbatical.

By ticking any of the boxes, I confirm that:

- I understand that I may be asked to submit evidence of income to support my application, or for audit.
- I will notify the CIOB if I return to work or if my income exceeds the minimum threshold during the period of this claim and understand that I will be expected to pay the balance of the full subscription.
- I understand that I must re-apply for the reduced subscription each year at the prevailing rate and that I cannot claim the reduced subscription more than 6 times during the life-time of my membership.
- I understand that the CIOB still requires me to undertake CPD during the period of the reduced subscription and I may be asked to provide evidence of that CPD to the CIOB on request.
- I understand that concessions cannot be granted retrospectively.
- I declare that the information contained in this application is true, accurate, and complete to the best of my ability.
- I acknowledge that any statement contained herein, which is known by me to be false, may invalidate this application and may contravene the CIOB's Bye-Laws and rules governing the professional conduct of members and thus lead to formal disciplinary proceedings.
- I understand that the deadline for submission of this claim is 1 February after the start of the subscription year.

☐ I confirm the above declarations

Name:

Date:

Applications for Financial Difficulty and Sabbatical must be received by 1 February in the current subscription year.

Once you have completed your application form, please email it to [concessionary@ciob.org.uk](mailto:concessionary@ciob.org.uk)

## Application Information

Entry opens 1 July with deadline for the receipt of completed and returned applications being 1 February of the subsequent year.

Full payment for your annual subscription (due on 1 January each year), will still apply and must continue until the outcome of your application is decided.

Once your application is authorised, payment can be made via the members area of the CIOB website at [ciob.org](https://ciob.org) in GBP by debit or credit card. Alternatively call +44 (0) 1344 630700 and speak to our Customer Service Team.

## Data Protection

The CIOB will process your personal information to facilitate your membership of the Institute and to communicate with you in relation to matters which are essential to your continued membership. For more information on how CIOB process your data, please review our Privacy Notice – members at [ciob.org/fine-print](https://ciob.org/fine-print)

The CIOB would like to communicate with you in relation to:

- Information relevant to your professional development (which will include information from the CIOB Academy and Knowledge Hub, CPD and information in relation to our work for the benefit of the industry and the wider society)
- News and events

If you would like to receive this information, please indicate here. ☐

Members have the ability to update their communication preference at any time, through accessing the Members' Portal or emailing [mydata@ciob.org.uk](mailto:mydata@ciob.org.uk).

# Leading the Cultural Shift

We are the Chartered Institute of Building and we stand for the science, ethics and practice of built environments across the world. Everything we do is to improve the quality of life for those using and creating the built environment.

We have a role in the management, leadership and development of our industry. For our members, guiding and educating them as they embark on their careers. For policymakers, defining the standards for all to meet. For the public, creating an environment they can live and work in safely, comfortably and confidently.



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**[ciob.org](http://ciob.org)**

Registered charity in England and Wales (280795)  
and in Scotland (SC041725)

**CIOB 2025**

## Our Mission:

We drive up professional standards, push forward innovation, influence political decisions and strengthen talent across the global CIOB community.

## Our Vision:

Improve the quality of life for the users and creators of our built environment.

## Our Values:

**Professionalism** - We champion standards and professional ethics in the science and practice of building and construction.

**Integrity** - We strive for equity and fairness in our decision making and treatment of others.

**Excellence** - We pursue the highest standards of quality in everything we do.

**Respect** - We consider the impact our actions will have on individuals and the public good.