



RAILWAY CIVIL ENGINEERS' ASSOCIATION

One Great George Street, Westminster, London, SW1P 3AA, United Kingdom.

Tel: +44 (0) 20 7665 2238 E-mail: rcea@ice.org.uk

MEMBERSHIP APPLICATION FORM

PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS and return with your remittance to the above address.

Surname /Family Name

First Name(s)

Mr/Mrs/Ms/Miss/Dr/P.....**Date of Birth**.....

Please complete both of the following address fields, but only one can be used for mailing purposes. Please indicate which address is to be used for mailing by ticking the appropriate box

<input type="checkbox"/> * Home Address		<input type="checkbox"/> * Work/University Address	
Postcode		Postcode	
Tel.		Tel.	
Email Address		Email Address	

Academic/Professional Qualifications.....

Present Company/Organisation.....

Job Title:.....

Duties:.....

If you are a member of the **Institution of Civil Engineers**, please quote your membership number. You do not need to fill in address or direct debit information unless you wish to provide alternative information.

Crown Honours.....

Grades of Membership

- Graduate, Student & Apprentice Membership (FREE)
- Young Professional Membership (£25)
- Ordinary (Standard) Membership (£52)
- Retired Membership (£15)
- Honorary Membership (FREE)

Please note that from October membership is continuous until the end of the following year when membership is taken up (maximum of 3 months' free of charge).

Requirements for Membership

For all grades of membership please supply an up-to-date CV with your application

Enclosed Yes / No

Graduate, Student and Apprentice Membership: Free for maximum of three years. Whereafter you will be invited to transfer to Young Professional Membership (or Ordinary Membership if you are over 35). Please tick to indicate whether you are a student or an apprentice.

Student Apprentice . Please note that you must be a full time Student or Apprentice to qualify for this category of membership.

If you are applying for student membership a tutor/supervisor must complete the following:

Course

At

Expected completion date

I confirm that the course is full time

Tutor's signature

If you are applying for apprentice membership your employer must complete the following:

Apprenticeship

At

Expected completion date

I confirm that the apprenticeship is full time

Employer's signature

If applying for Young Professional Membership, you MUST include:

- **Proof of rail projects you have worked on.**
- **Proof of your formal training scheme, or statement on structured experience. Reference letters are acceptable.**

A recommendation by a RCEA or ICE member may also be supplied.

***Young Professional Members** shall normally be engineering graduates on a formal training scheme, who have an enthusiasm and interest in railway civil engineering. Graduates not on a formal training scheme will be accepted if they supply an acceptable statement explaining how they intend to gain suitable structured experience. Young Professional Members shall transfer to the grade of Ordinary Member upon becoming a Chartered Engineer or after five years, whichever is the sooner.*

If applying for Ordinary Membership, applications will be reviewed against the following criteria
***Ordinary membership** of the RCEA shall be accorded to those who are engaged in, or have been engaged in, the development, design, construction or maintenance of engineering infrastructure for railway operations. Ordinary members will normally be professional engineers. Membership may also be accorded on the basis of experience, position of responsibility, or contribution to the railway infrastructure industry.*

Data Protection

From time to time you may be sent promotional material from the Society or its Constituent Bodies. Please place an 'X' in this box if you do not wish to be included in these mail shots.

Please tick this box if you do not wish to receive any third party mailings.

Should your application, for any reason, be unsuccessful, then any monies paid will be refunded at the earliest opportunity.

I would like to apply for the following grade of membership:

ORDINARY MEMBER £52.00 <input type="checkbox"/>	RETIRED MEMBER £15.00 <input type="checkbox"/>
YOUNG PROFESSIONAL MEMBER £25.00 <input type="checkbox"/>	GRADUATE, STUDENT & APPRENTICE MEMBER FREE

Signature _____ Date _____

METHODS OF PAYMENT

Payment is due no later than 1st January, and can be by one of the following methods:

- (a) **By Direct Debit** from a U.K Bank account. Please note that the preferred method of payment is by Direct Debit.
- (b) **By Credit Card** (only MasterCard/Visa/Switch)
- (c) **By Sterling Cheque** or bankers draft. These must be for the total amount in £ sterling and drawn from a U.K bank account.

Please make cheques payable to the **Institution of Civil Engineers (RCEA)**.

Payment by Direct Debit

New Direct Debits must be completed and returned with your application to: The Membership Registry Department (address on direct debit form below) by 31 December for the payment to be collected in January of the following year.

If the completed direct debit mandate is returned after 1 January, payment (*only for this initial subscription*) should be made by cheque or credit card, and the direct debit details will then be set up for the following year.

Payment by Credit Card

Please note the following for Credit Card payments.

I wish to pay by credit card (by VISA/MASTERCARD/SWITCH)

(We are unable to accept American Express)

Please note that we are unable to accept credit card payments via post or email due to data protection legislation.

Once your application has been processed you will receive a **RCEA** welcome letter from the ICE. This welcome letter will provide you with your **RCEA** membership number. You can then make your payment by Credit Card either via your MyICE account or by calling the **subscriptions team on 020 7665 2227** where your payment will be processed over the phone.

MyICE is an account that you can set up using your membership number at www.ice.org.uk/MyICE it will allow you to make your subscription payment, obtain receipts for your payments, process your membership renewal, make any changes to your contact information and holds a record of your attendance at events where online booking has been available.

Please contact the **RCEA** Secretariat on **020 7665 2238** or rcea@ice.org.uk if you have any queries regarding credit card payment or your MyICE account.

DIRECT DEBIT PAYMENT**Instruction to your bank or building society**

*Please complete this form and return it to the
Institution of Civil Engineers, One Great George Street, London
SW1P 3AA. UK*

**Name and full address of your bank or building society**

Name of Account Holder

To The Manager

Account number

Bank/Building Society

Branch sort code - -

AddressOriginators identification number **991192**Your membership number if ICE Member **00** /

Instruction to your bank or building society. Please pay the Institution of Civil Engineers Direct Debits from the account detailed on this instruction, subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with the Institution of Civil Engineers and, if so, details will be passed electronically to my Bank/Building Society.

Postcode

Signature

Date

The Direct Debit Guarantee

All banks and building societies that take part in the Direct Debit scheme offer the guarantee. The efficiency of the Scheme is monitored by your own Bank or Building Society. If the amount to be paid or the payment dates change the Institution of Civil Engineers will notify you 14 days in advance of your account being debited, or as otherwise agreed. If the Institution of Civil Engineers or your Bank/Building Society makes an error, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your bank or Building Society. Please also send a copy of your letter to the Institution of Civil Engineers.