**APPLICATION TO JOIN CEDHE**

Membership to CEDHE is on an institution basis, with one named representative

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| **NAMED REPRESENTATIVE DETAILS (for communication on membership matters)** | |
| Title: | Name: |
| Position: | |
| Individual telephone: | |
| Email: | |

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| **INSTITUTION DETAILS** |
| Department: |
| Institution: |
| Address:  Postcode: |
| Departmental telephone: |

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| **CEDHE SERVICES** |
| If you have any additional requests for CEDHE services – please indicate below with notes of anything you would like to hear about:   |  |  |  |  | | --- | --- | --- | --- | | Curriculum & benchmarking | Event details | Accreditation of courses | Other (please state) | |  |  |  |  | |

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| **ADDITIONAL CONTACTS** |
| Add other academics and professional staff that would be interested in receiving the CEDHE newsletter. They should work for the same educational institute and can unsubscribe at any time.   |  |  | | --- | --- | | Name | Email address | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |

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| **PAYMENT INFORMATION** |
| Your Institution will be invoiced for the cost of membership. Please provide details to which the invoice should be sent. These details will be added to our finance system. |
| Finance contact name: |
| Email address (for invoice & remittance advice): |
| Telephone for finance department: |
| Purchase Order Number (if needed): |

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| **DECLARATION** |
| In order to manage your membership, it is necessary to process the information provided in an electronic format. This includes storing the contact details of the Named Representative, the Additional Contacts and the Finance Contact on our databases.  CEDHE operates under the care of the Institution of Environmental Sciences (IES), who outline how this information may be used and why in their [Privacy Statement](https://www.the-ies.org/about_us/privacy-statement). It is our policy to retain contact details for up to three years after your university’s membership with CEDHE has lapsed, although you can request removal at any time.  I confirm that I have read the Privacy Statement and am happy for the IES, acting on behalf of CEDHE, to process these data for the purposes of managing our accreditations.  **Date:** |

**Return your completed membership form to** [**info@the-ies.org**](mailto:info@the-ies.org) **or post to CEDHE, Institution of Environmental Sciences, 1st Floor, 6-8 Great Eastern Street, London, EC2A 3NT**