**Application to join BUFDG – Member – please answer all questions**

|  |  |
| --- | --- |
| Institution | |
| Name |  |
| Address of the Finance Office |  |
| Website |  |
| Annual Income |  |
| Financial Statements web link |  |
| Is the institution on, or applying to be on, the OfS register? |  |
| Does the institution award foundation, teaching or research degrees? |  |
| Does the institution only provide accredited ITT? |  |
| Are 50% or more, or at least 1,000 of the institution’s students on HE programmes? |  |
| Is the institution a member of the Colleges Finance Director’s Group and the Association of Colleges? |  |
| Is the organisation a Research Institute? |  |
| If a Research Institute   1. Are you self-governing? 2. Do you have multiple HEI members? Please list; 3. Do you have at least one national research organisation as a partner? Please specify |  |
| What are the main benefits that you expect to gain from being members of BUFDG – or; Why do you want to join? |  |

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| Institutional Contacts | |
| Name of CFO or individual with highest level responsibility for Finance |  |
| Their Job title |  |
| Their Email address |  |
| Email address for accounts payable |  |

Under GDPR, we will create an account for the primary contact, which they should then populate with their areas of interest and preferences. Once this is set up, we will then contact you for details of additional members of staff to be invited to register on the system.

**I understand that membership of BUFDG entitles the institution to the following benefits:**

* Access to the exclusive discussion board for CFOs.
* For all other staff, access to all areas of the BUFDG website, including the full membership database, newsletters, professional resources and subject-specific discussion boards.
* Access to all BUFDG events (some of which carry a further attendance fee).
* The opportunity to join Working Groups to advance finance issues in Higher education.
* Membership of HEPA – the Higher Education Procurement Association
* Access to ten introductory BUFDG e-learning modules for all university staff for free
* The option to access ‘BUFDG Pro’ - a further suite of more advanced BUFDG e-learning for an additional fee (see below).

**I agree that all staff at my institution will use all information obtained from the BUFDG website thoughtfully and will not use membership information inappropriately. I am aware that use is monitored.**

**I agree that by joining BUFDG, my institution will pay the following subscription, which will change annually by agreement at the AGM.**

The subscription year runs from 1st August to 31st July. If joining on or after the 1st February then 60% of the subscription is due.

|  |  |  |
| --- | --- | --- |
| **Subscription rates** | ***Standard*** *-* £ excl. VAT | ***BUFDG Pro*** - £ excl. VAT |
| Turnover >£400 millions | 3,106 | 4,356 |
| Turnover >£200 millions | 2,902 | 3,827 |
| Turnover >£100 millions | 2,703 | 3,578 |
| Turnover > £20 millions < £100 millions | 2,382 | 3,157 |
| Turnover < £20 millions | 1,561 | 2,056 |

Please supply the invoice address and any Purchase Order number that may be required.

Signed …………………………………………………………………………………………….. Date ……………………………………

Authorised on behalf of your institution

Your institution may also be interested in joining our sister organisations:

* Association of University Directors of Estates (AUDE) – [www.aude.ac.uk](http://www.aude.ac.uk)
* Higher Education Strategic Planners Association (HESPA) – [www.hespa.ac.uk](http://www.hespa.ac.uk)
* Universities Human Resources (UHR) – [www.uhr.ac.uk](http://www.uhr.ac.uk)

Information about these organisations is available on their websites or a member of staff would be delighted to speak with you or a colleague.