

# The British Institute of Graphologists



## APPLICATION for MEMBERSHIP (complete in your own handwriting)

This application form has been designed to ensure that the Institute has the information required to process your application.

**NAME & ADDRESS:** Title: Mr  Mrs  Miss  Ms  Dr

**First Names** ..... **Surname** .....

**Address** .....

..... **Post code** .....

**Date of Birth** ..... **Nationality** .....

**Occupation** .....

**Tel (home)** ..... **Mobile** .....

**E-mail** .....

**Membership grade** ..... Graduate/Affiliate/Student (Indicate appropriate word)

**Name of Tutor** (only applicable to BIG Students) .....

**Method of payment** .. cheque/bank transfer-BACs/PayPal **Amount £** .....  
(indicate appropriate word)

**Journal options:** Electronic or paper journal? (Indicate appropriate word, see prices below.)

What has made you interested in graphology? (continue onto a separate page if you wish)

I would like to receive information about news and events linked to graphology. **Yes**  **No**

**I confirm that, to the best of my knowledge and belief, the information I have given on this form is correct. I have read the Institute's Objectives and Aims. I agree to abide by the Institute's Code of Ethics below and understand that this Code will be strictly applied.**

Name ..... Date .....

To complete the application process please return a handwritten copy of page 1, either sent in the post or scanned and e-mailed.

# The British Institute of Graphologists



Subscription payment may be made by one of the following methods:

1. Make an electronic payment directly to our Bank below, giving your name as a reference. The British Institute of Graphologists, 44 Upper High Street, Thame, Oxfordshire, OX9 2DW, England, 40-44-51, 71032070, IBAN GB46HBUK40445171032070, BIC HBUKGB4159J
2. Send a cheque (payable to *The British Institute of Graphologists*) to Mrs Susan Ord, BIG Membership Secretary, Orchard House, Blue Cap Lane, Hampton, Malpas, Cheshire, SY14 8JQ, England.
3. PayPal is popular for overseas members and details can be found near to the application form in the Membership application section of our website, [www.britishgraphology.org](http://www.britishgraphology.org) Please note that you do not need your own PayPal account to use this payment method.

Once your completed application form and payment are received, we shall email your login details for access to the Members' areas of the website.

## **Membership Grades**

### ***Elected and Honorary***

Elected and Honorary members have been invited by the BIG Committee.

### ***Graduate***

Graduates have succeeded at the Institute's Part 3 examinations and gained their Diploma.

### ***Affiliate***

Anyone interested in graphology, either at a practical or theoretical level.

### ***Student***

This concessionary rate of membership is for Students of graphology who are currently undertaking a course of study with a BIG tutor. It can only be claimed for a maximum period of 6 years, after which time Graduate or Affiliate Membership will be applied.

*Termination of membership shall occur automatically, without notice being given, upon failure of the member to pay subscription within 30 days after fees are due.*



## Membership Grade and Subscription Rates 2019

Membership fees are due on 1st January for 2019 and cover a calendar year  
A renewal reminder is normally sent during December.

	2019
<b>Graduate</b> 12 month's subscription with an electronic journal	<b>£61.00</b>
<b>Graduate</b> 12 month's subscription with a paper journal	<b>£71.00</b>
<b>Graduate outside UK</b> 12 months subs with a paper journal	<b>£78.50</b>
<b>Affiliate</b> 12 month's subscription with an electronic journal	<b>£51.00</b>
<b>Affiliate</b> 12 month's subscription with a paper journal	<b>£57.00</b>
<b>Affiliate outside UK</b> 12 months subs with a paper journal	<b>£64.50</b>
<b>Student</b> 12 month's subscription with an electronic journal	<b>£40.00</b>
<b>Student</b> 12 month's subscription with a paper journal	<b>£45.00</b>
<b>Student outside UK</b> 12 months subs with a paper journal	<b>£52.50</b>

*Deduct £5 for early payment before 31<sup>st</sup> December 2018*

*Please note that if you live outside the UK and require a paper journal, an additional £7.50 (per annum) has been included above as the charge for postage and packing.*

If you are joining after 30<sup>th</sup> June please see the REDUCED RATES below.

<b>Graduate</b> subscription with an electronic journal	<b>£30.50</b>
<b>Graduate</b> subscription with a paper journal	<b>£35.50</b>
<b>Graduate outside UK</b> with a paper journal	<b>£39.25</b>
<b>Affiliate</b> subscription with an electronic journal	<b>£25.50</b>
<b>Affiliate</b> subscription with a paper journal	<b>£28.50</b>
<b>Affiliate outside UK</b> with a paper journal	<b>£32.25</b>
<b>Student</b> subscription with an electronic journal	<b>£20.00</b>
<b>Student</b> subscription with a paper journal	<b>£22.50</b>
<b>Student outside UK</b> with a paper journal	<b>£26.25</b>

*Please note that if you live outside the UK and require a paper journal, an additional £3.75 (per annum) has been included above as the charge for postage and packing.*

*All payments are in UK £ sterling.*



## Code of Ethics

As a member of the British Institute of Graphologists it is my duty to apply the universal laws governing the science of graphology and handwriting analysis in the development of my own character, ability and personality and to utilise my knowledge and expertise to the benefit of fellow human beings and to the advancement and status of the graphological profession.

My conduct, appearance and deportment will at all times and in all places be such as not to bring into disrepute the science of graphology or myself as a practitioner thereof.

My reports, analyses, recommendations, consultations, forms of therapy, whether by way of specially designed handwriting exercises or by positive verbal suggestions, or any other positive form of therapy or prophylaxis must always present the facts tactfully, without bias or censure, but truthfully and with the full intent to be as helpful in the best possible and positive manner for the person or client involved. In each and every instance the utmost care will be exercised to maintain absolute confidentiality.

My actions will be such as to avoid legal liabilities, to be in full co-operation with all graphologists and members of allied professions, to stay within the limits of my qualifications in the use of graphology and related techniques of personality and character analysis, and to maintain fair and proper business practices.

## Objectives and Aims

When Frank Hilliger and his fellow graphologists founded the BIG in October 1983 they drew up a Code of Ethics and a list of Objects and Aims which still set the standard for the Institute today.

1. To act as a learned society.
2. To promote and enrich the science of graphology.
3. To enhance public understanding and recognition of graphology.
4. To develop theory and practice as a method of investigation in its various applications.
5. To provide facilities for study by way of tutorial courses, lectures and seminars throughout the UK as may be appropriate.
6. To obtain, where possible, grants for research.
7. To encourage research into graphology and to give practical assistance to any appropriate organisation, group or individual involved in research.
8. To establish the Institute as a professional body organised for the protection of the interests of its members.
9. To establish a binding code of ethical behaviour for all members.
10. To establish and award a qualifying Diploma in graphological analysis following an examination set by the Institute's own examination board.



## Examinations

The Institute awards a Diploma following successful completion of its Examinations for Graduate Membership. These Examinations usually require three years study and are in three parts, one part being taken each year. The parts cover basic principles of graphology, psychological theories of personality as applied to graphology and applied graphology. All new students are sent details of the examinations.

## Management

The Management of the Institute is in the hands of the Management Committee, consisting of the Chairman, Vice-Chairman, Secretary, Treasurer, Education Officer and two other nominated members. Administrative support is given by a Membership Secretary and an Examination Administration Officer.

There are a number of other committees, each of which is chaired by one of the Institute's Officers.

The Officers hold their posts for three years, before requiring re-election. After six years, an Officer must step down for at least a year before being eligible for re-election. Elections for Officers are held at the AGM. The membership year is from January to December and the financial year for the Institute is from 1st April to 31st March.

## Our Privacy Policy

This notice describes the privacy policy of the British Institute of Graphologists (BIG). In visiting and using [www.britishgraphology.org](http://www.britishgraphology.org) you are accepting and consenting to the practices described in this Privacy Policy.

Any personal information provided or gathered by BIG is controlled by BIG. BIG is registered with the ICO (Information Commissioner's Office) and has implemented internal controls and procedures designed to ensure compliance with the Data Protection Act of 1998.

## Collection and use of personal information about customers

The information is used to communicate with you about bookings and keep our records up to date.

From time to time, we may send you additional or updated information. For example, if you contact us requesting information about the BIG, we may use your details to send you information about any new services we provide as they become available.

If you do not wish the BIG to use your personal information for direct marketing of our services, please select the appropriate box on page 1.

We also automatically collect data about visitors to our website (for example on browsing patterns) by using cookies.



## What are 'cookies'?

Cookies are alphanumeric identifiers that our website transfers to your computer's hard drive through your Web browser, primarily to help us to improve our visitors' online experience when using our website – for example by making navigation easier or providing more information where needed. We only use cookies to give us information about the number of visitors to different parts of our website; we do not use them to identify you as an individual. This is in line with ICO requirements.

The Help menu on the menu bar of most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies altogether.

## Does the BIG share the information it receives?

The BIG does not share information about its customers except as described below:

1. In the event that the BIG ceases to operate or merges with another organization.
2. To comply with the law.

## How secure is information about me?

Physical, electronic and procedural safeguards are in place to ensure the collection, storage and disclosure of customer information meets with ICO requirements.

## How long is data kept?

The personal information you provide will be retained only for as long as necessary to fulfill the purposes for which the information was collected, or as required by law.

## Privacy Policy

Any data you share with us will not be shared with any third parties unless you specifically request us to do so (for example in putting you in touch with other professionals). We will only contact you with information relevant to your relationship with the British Institute of Graphologists.

## Conditions of use, notices and revisions

If you choose to visit [www.britishgraphology.org](http://www.britishgraphology.org) your visit and any dispute over privacy is subject to this Privacy Notice and our Terms & Conditions, including limitations on damages and application of the laws of England. If you have any concern about privacy at [www.britishgraphology.org](http://www.britishgraphology.org) please send details of your concern [contact@britishgraphology.org](mailto:contact@britishgraphology.org) and we shall investigate thoroughly.

As our organization changes, so might our Privacy Notice. Please check our website for changes. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you.