

ifs routes to management

Registration and payment form

Please complete this form in BLOCK capitals and either fax it back to +44 (0) 1227 784331 or post to:
Customer and Student Services team, **ifs School of Finance**, **ifs** House, 4–9 Burgate Lane,
Canterbury, Kent CT1 2XJ United Kingdom

YOUR DETAILS	
ifs number	_____
	<small>(if first registration, this number will be allocated by the ifs)</small>
Title (eg Mr)	_____
First name(s)	_____
Last name	_____
Honours	_____
Date of birth	_____
Nationality	_____
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Your name, as you wish it to appear on the completion certificate: _____	

ETHNIC ORIGIN (TICK BOX)			
To help us monitor the effectiveness of our equal opportunities policy, please complete this section. You are not obliged to supply this information but if you do it will be treated as confidential and used for statistical purposes only.			
Bangladeshi	<input type="checkbox"/> 01	Indian	<input type="checkbox"/> 06
Black – African	<input type="checkbox"/> 02	Pakistani	<input type="checkbox"/> 07
Black – Caribbean	<input type="checkbox"/> 03	White – European (inc UK)	<input type="checkbox"/> 08
Black – other	<input type="checkbox"/> 04	White – other	<input type="checkbox"/> 09
Chinese	<input type="checkbox"/> 05	Other	<input type="checkbox"/> 10
Do you consider English to be your first/best language?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

CONTACT DETAILS	
Email address*	_____
Daytime tel	_____
Evening tel	_____
Mobile tel	_____
Fax	_____
Security word	_____
<small>Please tick relevant prompt for security purposes</small>	
<input type="checkbox"/> mother's maiden name <input type="checkbox"/> place of birth <input type="checkbox"/> memorable date	
<small>*Please note that email addresses are a compulsory requirement of study.</small>	

ACADEMIC ACHIEVEMENTS (TICK BOX)	
Please indicate your highest previous level of achievement:	
NVQ 1, Foundation GNVQ, GCSE (grades G to D)	<input type="checkbox"/> 01
NVQ 2, Intermediate GNVQ, GCSE (grades C to A)	<input type="checkbox"/> 02
NVQ 3, Advanced GNVQ, A Level, AS Level	<input type="checkbox"/> 03
NVQ 4, UK Undergraduate Certificate, HNC	<input type="checkbox"/> 04
NVQ 5, UK Undergraduate Diploma, HND	<input type="checkbox"/> 05
UK Foundation degree, Ordinary degree	<input type="checkbox"/> 06
UK Professional qualification, eg Aifs, ACIB, ACCA, ICAEW, ACA, CIM Postgraduate Diploma in Marketing	<input type="checkbox"/> 07
UK Honours degree	<input type="checkbox"/> 08
UK Master's degree	<input type="checkbox"/> 09
UK Doctorate, PhD, DPhil, etc	<input type="checkbox"/> 10
Non-UK qualification	<input type="checkbox"/> 11
What is the name of your highest award? _____	
Who is the awarding body? _____	
What year was it awarded? _____	

ADDRESS DETAILS	
Organisation name	_____
Region	_____
Job title	_____
Organisation address	_____

Postcode	_____ Country _____
Private address	_____

Postcode	_____ Country _____
Please indicate which address you would prefer the ifs to use for correspondence: Private <input type="checkbox"/> Business <input type="checkbox"/>	
The address is where your study materials can be signed for. You should avoid using a PO BOX number.	

FEES	
Where did you hear about the ifs School of Finance?	
Advert	<input type="checkbox"/>
Website	<input type="checkbox"/>
Post	<input type="checkbox"/>
Email	<input type="checkbox"/>
Fax	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Friend/Colleague	<input type="checkbox"/>

PERSONAL INFORMATION	
Do you consider yourself to have any special educational needs that may affect your studies and/or examination performance/attendance? <small>(If you answer 'Yes' to this question a member of ifs staff will contact you).</small>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Tuition method	All modules	
Approved provider		£795.00
Distance learning		£665.00
Flexible learning (incl 3 workshops)		£795.00
Web-supported learning		£435.00
Web-supported learning (incl 2 workshops)		£530.00

YOUR REGISTRATION

I wish to register for the following qualification:

- Professional Diploma in Financial Services Management – Stand alone
- Professional Diploma in Financial Services Management – Stage 1 of Foundation Degree / Diploma in Higher Education
- Applied Diploma in Corporate Banking – Stand alone
- Applied Diploma in Corporate Banking – Stage 1 of Foundation Degree / Diploma in Higher Education
- Applied Diploma in Retailing Financial Services – Stand alone
- Applied Diploma in Retailing Financial Services – Stage 1 of Foundation Degree / Diploma in Higher Education
- Applied Diploma in Risk and Insurance Management – Stand alone
- Applied Diploma in Risk and Insurance Management – Stage 1 of Foundation Degree / Diploma in Higher Education

I wish to register for the following modules and study method:

	Distance Learning	Flexible Learning (incl 3 workshops)	Approved Provider
Organisations and Individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Markets and Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customers and their Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measuring Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate, Commercial and Business Lending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Corporate and Business Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Web Supported (incl 2 workshops)	Web Supported (incl 2 workshops)
Relationship and Wealth Management		<input type="checkbox"/>	<input type="checkbox"/>
Principles of Lending		<input type="checkbox"/>	<input type="checkbox"/>
Consumer Credit Risk Management		<input type="checkbox"/>	<input type="checkbox"/>
Retail Management in Financial Services		<input type="checkbox"/>	<input type="checkbox"/>

*Workshops only available in London

If you have chosen to study via an approved provider, please indicate which one you have chosen:

- Glamis Business School BCU Birmingham
- Guernsey Business School BCU Leeds
- Bahrain Institute of Banking and Finance BCU London

If you have chosen to attend workshops, please indicate where you would like to attend (workshop locations will be offered subject to availability/demand):

- Birmingham London
- Bristol Manchester
- Exeter Newcastle
- Jersey

Please indicate your chosen study session start date

- 01 November 2008 01 May 2009
- 01 March 2009

Examination venues

United Kingdom

- England - London; Birmingham; Bristol; Peterborough; Manchester; Newcastle
- Scotland - Edinburgh
- Northern Ireland - Belfast
- Isle of Man
- Jersey
- Guernsey

Overseas

- Australia - Sydney
- Bahrain
- Botswana - Gaborone
- Canada - Toronto
- Egypt - Cairo
- Ghana - Accra
- Gibraltar
- Greece - Athens
- Hong Kong
- India - Chennai
- Italy - Milan
- Kenya - Nairobi
- Mauritius - Port Louis
- Singapore
- Seychelles - Mahe
- South Africa - Johannesburg
- Sri Lanka
- Switzerland - Berne
- Tanzania - Dar Es Salaam
- U A E - Dubai
- Uganda - Kampala
- Zambia - Lusaka
- Zimbabwe - Harare

Examination venue _____

PAYMENT DETAILS

- Approved provider all modules (no of modules @ £795.00 each) £ _____
- Distance learning all modules (no of modules @ £665.00 each) £ _____
- Flexible learning all modules incl 3 workshops (no of modules @ £795.00 each) £ _____
- Web-supported learning modules (no of modules @ £435.00 each) £ _____
- Web-supported learning modules incl 2 workshops (no of modules @ £530.00 each) £ _____

TOTAL PAYABLE £

I enclose a cheque/bank draft/postal order in Sterling for the **total payable**, made payable to the **ifs School of Finance**.

OR

I authorise the **ifs** to debit my Visa / MasterCard / Debit Card for the **total payable**

Card number
 Expiry date / Valid from /
 Issue number (if applicable) Security number*

Signed _____ **Date** _____

*This is the last 3 digits found on the signature strip on the reverse of your card.

The **ifs School of Finance** will process the data supplied on this form in accordance with the principles of the UK Data Protection Act (1998). By supplying your address, telephone, fax and email details you are giving your consent for us to contact you in any of those ways in connection with this application. In addition, such personal data as is necessary for the fulfilment of this application will be passed to third parties, eg mailing houses for delivery of materials, partners in qualification delivery, etc. Student details will also be passed to the partner Higher Education Institution appropriate for the level of study for the purposes of matriculation.

You are required to have a minimum of GCSE grade C or equivalent in English Language and Maths. You must also have a level of proficiency, as exemplified for example by GCSE standard, in ICT. If you are unsure whether you meet these requirements, please check with an HE Guidance Officer on +44 (0) 1227 828232 or email abops@ifslearning.ac.uk.

Upon registration you may be contacted and asked to provide evidence that you meet these requirements. Any student who is unable to produce, on request, appropriate evidence will be withdrawn from the qualification. In such a circumstance, no refund will be due to the student.

You are required to ensure that any coursework/assignment submitted in the course of your programme of study is your own work, can be submitted to a plagiarism detection service, may be used in full or part in anonymous form as an exemplar to allow future students the opportunity to see examples of such work, and that you have kept a copy of it.

We will automatically release assessment results and details of qualifications gained at the request of your provider of tuition or anyone else who has an interest in your academic progress. Statistical data may be passed to the QAA or other regulatory bodies.

On completion of your qualification, the **ifs** may publish details of the achievement of your award. Completion and submission of this form signifies your consent to the processing of this data in the manner outlined above.

As outlined on the **ifs** website and terms and conditions information, you are required to read certain online documents* prior to registration. The documents in question are: Student Charter; general regulations; programme and module specification. Completion and submission of this form signifies that you have read these documents and agree to abide by them during your studies with the **ifs**.

I confirm that the information given on this form is correct, that I have read and understood the relevant documents and that I consent to the processing of my personal and examination data.**

I promise to observe those provisions of the Charter, By-Laws and Regulations of the **ifs School of Finance** applying to my position as a registered student and member of the **ifs School of Finance**.

Signed _____ Date _____

* The online documents can be found on: www.ifslearning.ac.uk/qualifications/essential_info/level_c.cfm.
 **Please note that all unsigned forms will be returned and will cause delay in the processing of your registration.

From time to time, the **ifs School of Finance** may wish to send you information on its products and services that may be relevant to you. If you do not wish to receive further information please tick the box:

