

ifs regulatory qualifications 2008 (Edition 3)

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	

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.	

WHERE DID YOU HEAR ABOUT THE ifs School of Finance?	
Advert	<input type="checkbox"/>
ifs website	<input type="checkbox"/>
Other website.....	<input type="checkbox"/>
Post	<input type="checkbox"/>
Email	<input type="checkbox"/>
Exhibition	<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"/>	

YOUR REGISTRATION

I wish to register for the following modules (including study materials and one examination attempt):

Certificate in Mortgage Advice and Practice (CeMAP®)	
UK Financial Regulation	<input type="checkbox"/>
Mortgages (English law)	<input type="checkbox"/>
Mortgages (Scottish law)	<input type="checkbox"/>
Assessment of Mortgage Advice Knowledge (English law)	<input type="checkbox"/>
Assessment of Mortgage Advice Knowledge (Scottish law)	<input type="checkbox"/>
Certificate for Financial Advisers (CeFA®)	
UK Financial Regulation	<input type="checkbox"/>
Investments and Risks	<input type="checkbox"/>
Retirement Planning and Protection	<input type="checkbox"/>
Assessment of Investment Advice Knowledge	<input type="checkbox"/>
Certificate of Regulated General Insurance (CeRGI®)	
Certificate of Regulated General Insurance	<input type="checkbox"/>
Certificate in Commercial Mortgages (CeCM)	
Certificate in Commercial Mortgages	<input type="checkbox"/>
Certificate in Regulated Customer Care (CeRCC)	
Certificate in Regulated Customer Care	<input type="checkbox"/>
Certificate in Regulated Complaints Handling (CeRCH)	
UK Financial Regulation	<input type="checkbox"/>
Certificate in Regulated Customer Care	<input type="checkbox"/>
Regulated Complaints Handling	<input type="checkbox"/>
Certificate in Supervising in a Regulated Environment (CeSRE)	
UK Financial Regulation	<input type="checkbox"/>
Supervising in a Regulated Environment	<input type="checkbox"/>
Customer Service Professional (CSP)	
Core	
UK Financial Regulation	<input type="checkbox"/>
Two option modules must also be chosen	
Options	
Certificate of Regulated General Insurance	<input type="checkbox"/>
Introduction to Banking and Personal Lending	<input type="checkbox"/>
Introduction to Effective Sales and Customer Service	<input type="checkbox"/>
Investments and Risks	<input type="checkbox"/>
Mortgages	<input type="checkbox"/>
Personal Development and Team Management	<input type="checkbox"/>
Retirement Planning and Protection	<input type="checkbox"/>
Supervising in a Regulated Environment	<input type="checkbox"/>
Understanding the Contact Centre Environment	<input type="checkbox"/>
Advanced Certificate in Mortgage Advice and Practice (Adv CeMAP®)	
Core	
Certificate in Regulated Customer Care	<input type="checkbox"/>
Candidates must choose at least one module from Band A and then a further module from either Band A or Band B.	
Band A Options	
Alternative Residential Lending	<input type="checkbox"/>
Commercial Mortgages	<input type="checkbox"/>
Equity Release	<input type="checkbox"/>
Band B Options	
Regulated Complaints Handling	<input type="checkbox"/>
Supervising in a Regulated Environment	<input type="checkbox"/>
Certificate in Regulated Equity Release (CeRER)	
Equity Release	<input type="checkbox"/>
CeRER 'top-up' £75.00	<input type="checkbox"/>
Total registrations –	
number of modules <input type="checkbox"/>	@ £135.00 each
CeRER 'top-up' <input type="checkbox"/>	@ £75.00 each
If this is the first time you have registered for these modules, you will receive the appropriate study materials within four weeks.	
TOTAL £ A	

RESITS

If you need to register for a resit, please telephone Customer and Student Services for advice on the unit(s) of learning that you did not pass.

EXEMPTIONS

If you want to claim an exemption, evidence of prior qualifications achieved must accompany this registration form. Please refer to the *ifs* website www.ifslearning.ac.uk for full details on exemptions.

ADDITIONAL STUDY SUPPORT

I wish to purchase additional study materials as follows:

QUANTITY REQUIRED	SUB TOTAL (£)
Certificate in Mortgage Advice and Practice (CeMAP®)	
E-learning Competence Development Tool (CDT)	
<input type="checkbox"/> CD-ROM (including online access) @ £166.00 (incl VAT)	
Revision notes:	
<input type="checkbox"/> UK Financial Regulation @ £23.00	
<input type="checkbox"/> Mortgages @ £23.00	
<input type="checkbox"/> UK Financial Regulation + Mortgages @ £38.00	
Audio revision notes	
<input type="checkbox"/> Assessment of Mortgage Advice Knowledge @ £30.00	
Specimen exam papers @ £17.00 each:	
UK Financial Regulation	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Mortgages	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Assessment of Mortgage Advice Knowledge	<input type="checkbox"/> A <input type="checkbox"/> B
If you are considering a range of additional study support, please refer to our special support packages overleaf	
Certificate for Financial Advisers (CeFA®)	
E-learning Competence Development Tool (CDT):	
<input type="checkbox"/> CD-ROM (including online access) @ £166.00 (incl VAT)	
Revision notes:	
<input type="checkbox"/> UK Financial Regulation @ £23.00	
<input type="checkbox"/> UK Financial Regulation + Investment and Risks @ £38.00	
<input type="checkbox"/> Investment and Risks @ £23.00	
<input type="checkbox"/> UK Financial Regulation + Retirement Planning and Protection @ £38.00	
<input type="checkbox"/> Retirement Planning and Protection @ £23.00	
<input type="checkbox"/> Investment and Risks + Retirement Planning and Protection @ £38.00	
<input type="checkbox"/> UK Financial Regulation + Investment and Risks + Retirement Planning and Protection @ £48.00	
Specimen exam papers @ £17.00 each:	
UK Financial Regulation	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Investment and Risks	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Retirement Planning and Protection	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Assessment of Investment Advice Knowledge	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
If you are considering a range of additional study support, please refer to our special support packages overleaf	
Certificate of Regulated General Insurance (CeRGI®)	
E-learning Competence Development Tool (CDT):	
<input type="checkbox"/> CD-ROM @ £166.00 (incl VAT)	
<input type="checkbox"/> Specimen exam paper @ £17.00 each:	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Certificate in Commercial Mortgages (CeCM)	
<input type="checkbox"/> 1 Specimen exam paper @ £17.00 each	
Certificate in Supervising in a Regulated Environment (CeSRE)	
<input type="checkbox"/> 1 Specimen exam paper @ £17.00 each	
Revision notes:	
<input type="checkbox"/> UK Financial Regulation @ £23.00	
Customer Service Professional (CSP)	
<input type="checkbox"/> 1 Specimen exam paper @ £17.00 for each option module	
Advanced Certificate in Mortgage Advice and Practice (Adv CeMAP®)	
Alternative Residential Lending	
<input type="checkbox"/> 1 Specimen exam paper @ £17.00 each	
Certificate in Regulated Equity Release (CeRER)	
<input type="checkbox"/> 1 Specimen exam paper @ £17.00 each	
Online support service – 3 months @ £15.00 each	
<input type="checkbox"/> CeFA®	<input type="checkbox"/> CeMAP®
<input type="checkbox"/> Adv CeMAP®	
You have the option to purchase the Adv CeMAP® Online Support Service if you are registering for any of the following qualifications:	
CeRCC	CeCM
CeRER	CeRCH
CeSRE	
TOTAL £ B	

CeMAP® AND CeFA® LEARNING SUPPORT PACKAGES

You receive a free specimen paper or revision notes by taking advantage of one of our Silver or Gold packages. Please note that the CDT is common to all modules within either CeMAP® or CeFA®, you only need to purchase the relevant CDT once.

Silver packages include:

Registration + Specimen exam papers + Revision notes*

Gold packages include:

Registration + Specimen exam papers + Revision notes*+ Competence Development Tool (CDT) CD ROM (including online access)

*Audio revision notes will be provided for CeMAP® – Assessment of Mortgage Advice Knowledge packages. There are no revision notes for CeFA® – Assessment of Investment Advice Knowledge packages.

CeMAP® UK Financial Regulation	Silver package £192.00 (free specimen paper)	<input type="checkbox"/>
	Gold package £352.00 (free revision notes)	<input type="checkbox"/>
CeMAP® Mortgages	Silver package £192.00 (English law) (free specimen paper)	<input type="checkbox"/>
	Gold package £352.00 (English law) (free revision notes)	<input type="checkbox"/>
	Silver package £158.00 (Scottish law) (free specimen paper)	<input type="checkbox"/>
	Gold package £318.00 (Scottish law) (free revision notes)	<input type="checkbox"/>
CeMAP® Assessment of Mortgage Advice Knowledge	Silver package £182.00 (free specimen paper)	<input type="checkbox"/>
	Gold package £348.00 (free specimen paper)	<input type="checkbox"/>
CeFA® UK Financial Regulation	Silver package £192.00 (free specimen paper)	<input type="checkbox"/>
	Gold package £352.00 (free revision notes)	<input type="checkbox"/>
CeFA® Investments and Risks	Silver package £192.00 (free specimen paper)	<input type="checkbox"/>
	Gold package £352.00 (free revision notes)	<input type="checkbox"/>
CeFA® Retirement Protection and Planning	Silver package £192.00 (free specimen paper)	<input type="checkbox"/>
	Gold package £352.00 (free revision notes)	<input type="checkbox"/>
CeFA® Assessment of Investment Advice Knowledge	Silver package £169.00 (free specimen paper)	<input type="checkbox"/>
	Gold package £335.00 (free specimen paper)	<input type="checkbox"/>

TOTAL £ **C**

ADDITIONAL STUDY SUPPORT DESPATCH AND DELIVERY

In order to give customers a choice, the *ifs* School of Finance operates two mailing systems for **additional support material**:

Option 1 (UK only) – trackable, courier delivery. This option requires a signature on delivery and has the additional benefit of being trackable. In the unlikely event that your package is not delivered, the *ifs* will resend the information once, free of charge.

Option 2 – ordinary Royal Mail (for UK) or Air Mail (for overseas). This option is not trackable and the *ifs* cannot be held responsible for any items that are undelivered.

I wish my additional support materials to be sent by:

- Option 1** – £7.50, trackable service
- Option 2** – free of charge, non-trackable

TOTAL £ **D**

PAYMENT DETAILS

PAYMENT DETAILS		TOTAL
A	Registration (no of modules @ £135.00/£75.00 each)	£ _____
B	Additional support materials	£ _____
C	Learning support packages	£ _____
D	Despatch and delivery	£ _____

TOTAL PAYABLE **A+B+C+D**

METHOD OF PAYMENT

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.

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. In addition, 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.

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.*

Signed _____ Date _____

*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.

