

Coursework and/or examination resit entry 2008/09

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 & Student Services, **ifs School of Finance**, **ifs** House, 4-9 Bургate Lane, Canterbury, Kent CT1 2XJ United Kingdom

YOUR DETAILS

ifs number _____

Title (eg Mr) _____

First name(s) _____

Last name _____

Date of birth _____

Gender Male Female

Your name, as you wish it to appear on the completion certificate:

CONTACT DETAILS

Email address _____

Telephone numbers:

Daytime _____

Evening _____

Mobile _____

Fax _____

ADDRESS DETAILS

Organization name _____

Job title _____

Business address _____

Postcode _____ Country _____

Private address _____

Postcode _____ Country _____

Please indicate which address you would prefer the **ifs** to use for correspondence:
Private Business

Please provide an address where your study materials can be signed for and without a PO BOX number where possible.

PREFERRED EXAMINATION VENUE

Students must choose from the lists shown below.

Venue _____

The **ifs** reserves the right to cancel venues. In such cases you will be offered a suitable alternative

UK examination venues

| | | |
|-------------------|-----------------------|---------------------|
| Ashford (Kent) | Carlisle | Leeds |
| Barrow in Furness | Central London | Liverpool |
| Belfast | Chester | Manchester |
| Birmingham | Douglas - Isle of Man | Newcastle-Upon-Tyne |
| Blackpool | Dublin | Northampton |
| Bournemouth | Edinburgh | Norwich |
| Brighton | Exeter | Nottingham |
| Bristol | Guernsey | Reading |
| Cambridge | Isle-of-Wight | Sheffield |
| Cardiff | Jersey | Southend-on-Sea |

Overseas examination venues

| | | |
|-----------------------------|--------------------------|-----------------------------|
| Antigua (St Johns) | Greece (Athens) | Seychelles (Mahe) |
| Australia (Sydney) | Grenada (St Georges) | Sierra Leone (Freetown) |
| Azerbaijan (Baku) | Guyana (Georgetown) | Singapore |
| Bahamas (Nassau) | Hong Kong | South Africa (Johannesburg) |
| Bahrain (Manama) | Hungary (Budapest) | South Korea (Seoul) |
| Barbados (Bridgetown) | India (Mumbai) | Spain (Madrid) |
| Belgium (Brussels) | Italy (Milan) | Sri Lanka (Colombo) |
| Belize (Belize City) | Jamaica (Kingston) | St Kitts (Basseterre) |
| Bermuda (Hamilton) | Japan (Tokyo) | St Lucia (Castries) |
| Botswana (Garborone) | Jordan (Amman) | St Vincent (Kingstown) |
| Brazil (Sao Paulo) | Kenya (Nairobi) | Sweden (Stockholm) |
| Brunei (Bardar Seri) | Kuwait | Switzerland (Bern) |
| Canada (Toronto) | Latvia (Riga) | Tanzania (Dar Es Salaam) |
| Cayman Islands (Georgetown) | Malawi (Limbe) | The Netherlands (Amsterdam) |
| China (Beijing) | Malaysia (Kuala Lumpur) | Trinidad (Port of Spain) |
| Croatia (Zagreb) | Malta (Valletta) | Turkey (Istanbul) |
| Cyprus (Limassol) | Mauritius (Port Louis) | Tunisia (Tunis) |
| Cyprus (Nicosia) | Nevis (Charlestown) | UAE (Abu Dhabi) |
| Czech Republic (Prague) | New Zealand (Wellington) | UAE (Dubai) |
| Denmark (Copenhagen) | Nigeria (Lagos) | Uganda (Kampala) |
| Dominica (Roseau) | Nigeria (Port Harcourt) | UK Virgin Islands (Tortola) |
| Egypt (Cairo) | Norway (Oslo) | Vietnam (Ho Chi Minh City) |
| France (Paris) | Oman (Muscat) | Zambia (Lusaka) |
| Germany (Frankfurt) | Pakistan (Karachi) | Zimbabwe (Harare) |
| Ghana (Accra) | Poland (Warsaw) | |
| Gibraltar | Portugal (Lisbao) | |
| Gozo (Victoria) | Russia (Moscow) | |
| | Saudi Arabia (Riyadh) | |

MODULE DETAILS – RESIT

Please register me for the coursework and/or examination listed below (an example has been given).

| Module | Distance Learning or name of Authorised Centre | Coursework and Exam April 2009 | Coursework only | Exam Only October 2008 | Exam Only April 2009 |
|--------------------------------------|--|--------------------------------|-----------------|------------------------|----------------------|
| eg The Monetary and Financial System | eg BCU | ✓ | | | |
| | | | | | |
| | | | | | |

You will only need to select distance learning or an authorized centre if you are resitting the coursework element.

PAYMENT DETAILS

TOTAL PAYABLE £

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

I authorize the **ifs** to debit my Visa/MasterCard/Switch Card for the **total payable**

Card number

Expiry date Valid from

Issue number (Switch only) Security no

Signed _____ Date _____

DATA PROTECTION

I confirm that the information given on this form is correct. I understand to observe the rules of the Institute as detailed in the By-Laws. The **ifs School of Finance** will process your data in accordance with the principles of the UK Data Protection Act (1998). We will not give details to third parties except where necessary for the fulfillment of your registration. We will release examination results and details of qualifications gained at the request of your employer, provider of tuition or anyone else who has an interest in your academic progress. When you receive your qualification, the **ifs School of Finance** or related body may publish your award. Completion and submission of this registration form signifies your consent to the processing of this data.

I can confirm that all assignments submitted by myself are my own work.

*Please note that all unsigned forms will be returned and will result in a delay in the processing of your registration.

Signed* _____ Date _____

From time to time, the **ifs** 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 here.

Qualifications

- BSc (Hons) in Financial Services/Associateship
- Degree Top Up (available to existing ACIBs and ACILs)

Please ensure that the *ifs* is in receipt of your completed form and appropriate remittance ahead of these dates.

| MODULES | EXAM AND/OR COURSEWORK | STUDY SESSION START DATE | EXAM DATE | REGISTRATION DEADLINE DATE |
|------------------|-------------------------------|--------------------------|--------------|----------------------------|
| BSC/Aifs Core | Coursework and examination | November 2008 | April 2009 | 30 September 2008 |
| BSC/Aifs Core | Coursework only | November 2008 | N/A | 30 September 2008 |
| BSC/Aifs Options | Repeat course and examination | November 2008 | April 2009 | 30 September 2008 |
| All Modules | Resit examination only | N/A | October 2008 | 31 August 2008 |
| All Modules | Resit examination only | N/A | April 2009 | 28 February 2009 |

Information

1. All applicants intending to resit an examination must be members of the *ifs* School of Finance.
2. Any correspondence regarding the examinations will be sent to the candidate's preferred address held on record.
3. Please choose from the locations listed in the examination venue list on this form. No other locations will be available.
4. All fees must accompany this form. If paying by cheque/postal order they should be made payable to the *ifs* School of Finance. Entries without fees will not be accepted.
5. Under no circumstances will fees be refunded or transferred if an examination is not sat.
6. Please retain the entry fee stub or draft receipt and make a note of the date your form was posted. If any queries arise, please quote these details.
7. If you are applying for a course of study, details of your tutor, together with assignment dates, will be sent to you in October 2008. Please advise the *ifs* if you do not receive these.
8. Attendance letters will be issued three weeks before the examination. Please advise the *ifs* if you do not receive this whilst ensuring that your cheque has cleared/credit card been authorised.
9. October 2008 results will be published in early January 2009 and April 2009 results will be published early in July 2009. Results will be sent by First Class Post/Airmail and available on the *ifs* website – www.myifslarning.com.
10. Results will not be issued over the telephone, by fax or email.
11. The *ifs* reserves the right to refuse entries received after the closing date or without payment.
12. If you need clarification or help completing this form please contact the *ifs* on +44 (0)1227 818609.

Resit regulations – Please read these notes carefully before submitting this form.

General

There is no requirement to resit a module which you have just failed at the next available examination session. Please note that there are restrictions on how many examination attempts you are allowed at each module. It is essential that you are fully prepared before resitting.

It is your responsibility to check for any amendments to the syllabus, tuition materials, module changes, set reading, regulations or assessment of the module since you previously sat the examination. If in doubt, you should contact the *ifs*.

Core module resits

Students who have sat and failed a Core paper prior to April 2001 have the choice of resitting the examination only or may re-register to resit with coursework.

Please check the examination timetable to avoid examination clashes with other modules you may be studying. The examination timetable can be found in this form. Failure to sit or submit appropriate coursework for an examination for which you have entered will count as a failed attempt.

| MODULES | EXAMINATION AND/OR COURSEWORK | FEES | STUDY SESSION START DATE | EXAMINATION DATE | REGISTRATION DEADLINE DATE |
|------------------|-------------------------------|---------|--------------------------|------------------|----------------------------|
| BSC/Aifs Core | Coursework and examination | £695.00 | November 2008 | April 2009 | 30 September 2008 |
| BSC/Aifs Core | Coursework only | £570.00 | November 2008 | N/A | 30 September 2008 |
| BSC/Aifs Options | Repeat course and examination | £655.00 | November 2008 | April 2009 | 30 September 2008 |
| All Modules | Resit examination only | £125.00 | N/A | October 2008 | 31 August 2008 |
| All Modules | Resit examination only | £125.00 | N/A | April 2009 | 28 February 2009 |

Examination Timetable 2008/2009

Morning examinations will be held from 10.00 to 13.15 hours. Afternoon examinations will be held from 14.30 to 17.45 hours. All subjects have 15 minutes preparation time at the start of the examination.

| DATE | SESSION | BSC/ASSOCIATESHIP EXAMINATIONS (INCLUDING SPECIALIST DEGREES AND ADVANCED DIPLOMAS) | DATE | SESSION | BSC/ASSOCIATESHIP EXAMINATIONS (INCLUDING SPECIALIST DEGREES AND ADVANCED DIPLOMAS) |
|--|---------|--|---|---------|--|
| Wednesday 8 October 2008/ 2 April 2009 | AM | Risk Analysis and Evaluation International Trade Finance Marketing Reinsurance ⁽²⁾ | Thursday 9 October 2008/ 6 April 2009 | AM | Financial Reporting and Analysis Personal Lending and Mortgages Management of Insurance Operations ⁽¹⁾ Bank Treasury Management ⁽¹⁾ |
| | PM | Management and Organization in Financial Services Business Lending International Corporate and Investment Banking, Practice and Law ⁽²⁾ Multinational Corporate Strategy and Finance ⁽²⁾ | | PM | The Monetary and Financial System Customer Information Management Risk Financing and Management Housing ⁽¹⁾ |

(1) Bank Treasury Management, Housing and Management of Insurance Operations are examined in the April session only.

(2) International Corporate and Investment Banking, Practice and Law, Multinational Corporate Strategy and Finance and Reinsurance are examined in the October session only.