Enquiry Application Form

ifs School of Finance
Incorporated by Royal Charter

Before completing this form you should read the ***ifs*** Enquiry policy and ensure that you understand it.
If you have any queries please contact our Student Support and Guidance team on +44 (0)1227 818631
or email guidance@ifslearning.com.

SECTION 1 – CONTACT DETAILS

ifs number *(note 1)*
Title (eg Mr)
First name(s)
Last name
Honours
Date of birth *(note 2)*
Gender Male ☐ Female ☐
Address

Postcode Country

Email address
Daytime telephone number *(note 3)*
Security words *(note 4)*
(for security purposes – eg mother's maiden name)

(for security purposes – eg maiden/previous name)

SECTION 2 – ENQUIRY INFORMATION

Examination *(note 5)*

Date

	Qty	TOTAL DUE
☐ Type 1 review of individual examination	☐☐	£
☐ Type 2 combined review and feedback report for an individual examination	☐☐	£
☐ Type 3 feedback report for an individual examination	☐☐	£

The fees for the above can be found on
www.ifslearning.com/qualifications/regulations_and_policy_forms/enquiry_appeal.cfm

SECTION 3 – BASIS FOR REQUESTING A RESULT ENQUIRY *(note 6)*

Please describe the circumstances that you believe have led to an unfair and/or inaccurate result of your examination(s).

Please continue on a separate sheet if necessary.

SECTION 4 – PAYMENT DETAILS *(note 7)*

TOTAL PAYABLE £

☐ I enclose a cheque/postal order in Sterling for the TOTAL PAYABLE, made payable to ***ifs School of Finance***
☐ I authorise the ***ifs*** to debit my Visa/MasterCard/Switch Card for the TOTAL PAYABLE

Card number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Expiry date ☐☐/☐☐ Valid from ☐☐/☐☐
Issue number ☐☐ (Switch only) Security number ☐☐☐
Signed *(note 8)*
Date

Address of cardholder if not applicant

Postcode Country

SECTION 5 – DECLARATION

We will process your data in accordance with the principles of the UK Data Protection Act (1998). By supplying your address, telephone number, fax and email details you are giving your consent for us to contact you in any of these ways in connection with this request.

☐ I confirm that by completing and submitting this form I give consent to the processing of this data.
☐ I confirm that I have read the ***ifs*** Enquiry policy and understand it.
☐ I confirm that to the best of my knowledge all the information that I have given is correct.

Signature *(note 9)*
Date

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

OFFICE USE ONLY

Date form received
Is this with 10 days of the examination result issue to which it relates? Yes ☐ No ☐
Correct fee paid? Yes ☐ No ☐
Receipt acknowledged Date
Student advised enquiry will be completed by Date
Form received by Awards and Curriculum on Date
Assessment form printed and passed for checking Date
Feedback report requested on Date
Checked assessment form and report received Date

Result upgrade Yes ☐ No ☐
Approved by Date
Student advised of outcome Date

The ***ifs*** *School of Finance* is a registered charity, incorporated by Royal Charter.