



DLDU / DLDC / DIP L.A. / JFSD / ACII

Tuition and Exam Entry Form

Please read carefully the notes on completion and fees overleaf.

Complete all sections in BLOCK CAPITALS

Surname	<input type="text"/>	Membership No.	<input type="text"/>
Forename	<input type="text"/>		
Date of Birth (dd/mm/yy)	<input type="text"/>	Mr/Mrs/Ms	<input type="text"/>
Home Address	<input type="text"/>		
Employer	<input type="text"/>	Job Title	<input type="text"/>
Work Address	<input type="text"/>		
Email	<input type="text"/>	Contact Tel	<input type="text"/>
Correspondence to be sent to:	Home <input type="checkbox"/>	Office	<input type="checkbox"/>

Please identify the qualification you are working towards: DLDU DLDC DIP L.A. JFSD ACII

Book Order and Exam Entry

I wish to enrol for the following:

Module	Module	Module	Fees
Exam Entry & Textbook	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
Repeat Exam Entry	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
Key Fact Cards (some UK subjects only)	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
Continuous Assessment (some UK subjects only)	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
Exemptions	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
		Late Entry Fee	€ <input type="text"/>
		Total Enclosed	€ <input type="text"/>

Exam Sitting 2010	Module Code	Module Code	
January (IP05 & 821 only)	<input type="text"/>	<input type="text"/>	At the exam centre in <input type="text"/> code
April	<input type="text"/>	<input type="text"/>	My second choice of centre is <input type="text"/> code
October	<input type="text"/>	<input type="text"/>	

Please allow 28 Days for delivery from the CII or III, from receipt the date of your correctly completed form. Due to the bulky nature of the packages, it is advised that a work address is supplied as the delivery address, as returned packages must be collected from the Insurance Institute of Ireland, 39 Molesworth Street, Dublin 2. Delivery delays due to unavailability of student at delivery address will not be entertained as a valid reason for exam deferral.

Please note if your employer is paying for your examinations they are automatically entitled to see your results.

Declaration

I have read the Education Handbook and agree to abide by the regulations.

Signed

Date

Please send this form to:

The Insurance Institute of Ireland,
39 Molesworth Street, Dublin 2.
Tel: 01-677 2582 Fax: 01 677 2621

Method of Payment (Tick method of payment and, if applicable, complete the card details.)

- Cash/cheque payable to The Insurance Institute of Ireland enclosed
- Please debit my/our credit/debit card account with the total cost of the goods and services ordered on this form.

VISA CVN*

MASTERCARD

LASER CARD

Card Number

Valid from

Card Holder's name and address if different from above

Expiry date

Card holder's signature

Date

I agree that the Insurance Institute of Ireland can share with the Chartered Insurance Institute my personal details including exams passed and qualifications held.

* We require the 3-digit CVN number for all credit/debit card transactions.

Exam Entry Notes

1. Add the total fees for the exam entry and study material requested. Textbooks are updated on a regular basis. It is the students responsibility to ensure they have the relevant textbook, in particular students who defer an exam from one session to another, and students who need to repeat an exam.
2. Specify the subject you wish to enter by writing the subject code in the boxes provided. Insert the codes of subjects entered for each exam and the fees payable in the boxes opposite. You may enter for more than one exam on this form but you should check that the timetables do not clash.
3. Specify the centre at which you wish to sit the exam by writing both the centre name and its corresponding code number in the space provided. In case this centre is not available, please specify an alternative centre and code, as if an alternative centre is not specified, a centre will be allocated to you. You are strongly advised to enter as early as possible as places will be allocated on a first-come first-served basis. If your first choice centre is not available you will be offered your second choice or another centre.
4. Past papers for UK subjects can be purchased on the CII website www.cii.co.uk. Sample and past papers for Irish subjects are available for download from www.insurance-institute.ie free of charge.
5. Refunds – Cancellation of an exam entry before the normal closing date will entitle a student to a 50% refund of the exam entry fees. Please note that there is no refund or exchange on textbooks. If you are absent from any exam because of illness, you have the choice of a partial refund or an automatic transfer to the next exam session. You must apply to The Insurance Institute of Ireland, with medical evidence, within two months of the date of the last exam of the session concerned. Exam fees will not be refunded or credited for any other reason.
6. If you are deferring an exam, the exam will only be deferred until the next exam sitting. Please note that you can only defer an Irish exam on two occasions.
7. Textbook rules – It is the Insurance Institute of Ireland's policy that all students who register for any exam must purchase the most recent edition of the textbook required for that subject. This will ensure that you have the most up-to-date version as textbooks are updated every year. If you are sitting an exam for the first time, it is compulsory to purchase the textbook. Repeat students who have purchased a textbook with 1 year update service, will receive an updated book free of charge if they are repeating within one year of first registering for an exam. If repeating more than 1 year after first sitting the exam, students will have to purchase an updated textbook. If you have any queries about textbook updates, you should contact the Education Department.
8. Cheques must be made payable to The Insurance Institute of Ireland. Please write your name, address or permanent identity number (PIN) (if applicable) on the reverse. Please note that if paying by credit/debit card (Visa, Mastercard, or Laser) this does not alter the procedures or terms and conditions as indicated in the exam handbook. Tick the method of payment and complete the credit/debit card details if applicable. The CVN is the last 3 digits noted on the signature strip on the back of your card.
9. Please note if your employer is paying for your examinations they are automatically entitled to see your results.

JFSD / DLDU / DLDC / DLA / DIPLA / ACII Exam Entry & Textbook	€275 per module (with 1 year textbook update service for repeat students)
Repeat Exam	€135 per module
Late Entry Fee (<i>Irish exams only</i>)	€100 per module
Updated Textbook (beyond 1 year)	€60 per module
Deferrals / Changes to Irish exams (<i>before closing date</i>)	Free of charge (see inside cover for closing dates)
Deferrals / Changes to Irish exams (<i>after closing date & before late entry closing date</i>)	€55 per module
Deferrals / Changes to CII exams	€45 before normal closing date. (No changes or deferrals permitted after normal closing date)
Remarking Paper (<i>written papers only</i>)	€85 per module
Feedback Report (<i>Irish written papers only</i>)	€50 per module
Mark disclosure	No charge (request in writing)
Past Papers (<i>for written exams</i>)	Irish papers available free of charge from www.insurance-institute.ie CII papers available for purchase from www.cii.co.uk
Powerpoint Training Pack	€670 (available to corporate groups only)
Annual Powerpoint Update Fee	€200
Exemptions	€75 per Irish module accredited
	Stg£3 per individual CII credit awarded to III or CII members
Key Fact Cards (<i>CII modules only</i>)	€25 per module
Continuous Assessment with textbook (<i>CII modules only</i>)	€245 per module

Please complete the membership form and return with this completed form.

