

## Exam Entry Procedures

### Entry Forms

You can enter for the exams using the forms in this handbook. At the bottom of the entry form is a signed undertaking that you have read this handbook and agree to abide by the regulations. It is, therefore, very important to familiarise yourself with all the information contained in this handbook relevant to your application. Please note that these forms must be sent by post, as a fax copy is unacceptable.

### Membership Requirements

Please note, all students are required to be current members with the Institute in order to sit examinations and be issued with results.

### Exam Closing Dates

Entry forms must be received by the closing dates specified in this handbook.

### Exam Centres

Examinations will be held in the centres, listed on page 40. Please state on your entry form the centre where you wish to take the examination. It is vital that you give a second choice, as some centres may not have space for all the candidates who apply. Places are allocated on a first-come first-served basis.

### Exam Entry Fees

Fees are outlined on the reverse of each application form. If a late entry fee is payable (see exam closing dates), this is in addition to the exam entry fee.

### Deferrals

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.

## Changes and Withdrawals

### Before the Normal Closing Date

If you wish to defer your exam entry to the next sitting, or change exam centre or module, your request must be received in writing before the normal closing date for the exam for which you originally entered. A fee of €45 applies to any changes or deferrals etc. to UK subjects with the request in writing. Cancellation of an exam entry before the normal closing date will entitle a student to a 50% refund of the exam entry fees.

### After the Normal Closing Date

- Up until the late entry closing date, a fee of €55 applies to any changes or deferrals etc. to Irish subjects. This fee is higher than the CII fee but deferrals to Irish subjects made before the normal closing date are free of charge.
- After the normal closing date no further changes can be made to UK subjects
- After the late closing date, changes cannot be made under any circumstances to any subjects. If you wish to withdraw at this stage, you will not receive a refund except in case of illness

Absence from an exam with medical evidence (to be received within two months of the date of the exam) will entitle the student to a 50% refund of each exam entry fee or transfer to the next session.

All deferral requests must be received in writing. If the request is permitted, it will be confirmed in writing by The Insurance Institute of Ireland. If students do not receive this confirmation they should not presume their deferral has been processed but contact the Education Department immediately. Please refer to the inside front cover for all details on closing dates.