



IFC / PMC / CIP / DIP PMI

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: IFC <input type="checkbox"/> PMC <input type="checkbox"/> CIP <input type="checkbox"/> DIP PMI <input type="checkbox"/>			

Book Order and Exam Entry

I wish to enrol for the following:

Module	Exam Entry & Textbook (€235 per module)	Repeat Exam (€130 per module)	Late Entry Fee (€55 per module)	Fees
GEN1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
GEN1B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
GEN2A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
GEN2B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
GEN3A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
GEN3B Personal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
GEN3B Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
PMI1A (Apr & Oct only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
PMI1B (Apr & Oct only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
PMIC (Apr & Oct only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
PMID (Apr & Oct only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ <input type="text"/>
Total Enclosed				€ <input type="text"/>

Exam sitting 2010	Module Code	Module Code
January	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>
July (Dublin, Cork & Galway only)	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>
December (Dublin, Cork & Galway only)	<input type="text"/>	<input type="text"/>

Please refer to timetable for applicable modules for each exam session.

At the exam centre in (please indicate 1st & 2nd preference & note that July & December exams available in Dublin, Cork & Galway only)

Dublin

Cork

Galway

Limerick

Sligo

Cavan

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

Expiry date

Card Holder's name and address if different from above

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 fail a subject and need to resit the 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 your first and second choice of exam centres in the space provided. 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 their exam within 1 year of having first sat the exam.. 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.

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Textbook, Tuition & Exam Entry	€235 per module (with 1 year update service)
Repeat Exam	€130 per module
Late Entry Fee	€55 per module (see inside cover for closing date)
Deferrals / Changes	€55 per module requests must be received in writing before late entry closing date – see inside cover)
Remarking Paper (written papers only)	€85 per module
Feedback Report (written papers only)	€50 per module
Mark disclosure	No charge (request in writing)
Sample Paper (for MCQ exams)	Available at www.insurance-institute.ie
Past Papers (for written exams)	Available at www.insurance-institute.ie
Exemptions	€75 per Irish module accredited
Powerpoint Training Pack	€670 (available to corporate groups only)
Annual Powerpoint Update Fee	€200

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

