



Life & Pensions Administration Certificate, Bridge & Diploma in Life Administration Application 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: LPAC BRIDGE DLA

Book Order and Exam Entry

I wish to enrol for the following

Module	Textbook / Textbook Update	Exam Entry	Exam Repeat	Fees
LA1	<input type="text"/>	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
QFA Life/Pensions & (choice of III Textbook)	<input type="text"/>	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
QFA Life/Pensions Repeat	<input type="text"/>	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
Core Module	<input type="text"/>	<input type="text"/>	<input type="text"/>	€ <input type="text"/>
Specialist Module	<input type="text"/>	<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		
April	<input type="text"/>	<input type="text"/>	At the exam centre in	<input type="text"/> code
October	<input type="text"/>	<input type="text"/>	My second choice of centre is	<input type="text"/> code

Please allow from receipt of your correctly completed form, 28 days for delivery from the CII or III. 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

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

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

Notes on Completion

- To order the textbook and enter for the exam, complete the LPAC/DLA application form and return it to reach The Insurance Institute of Ireland by the closing date of the exam you wish to sit.
- You must enclose payment with the form. Entry application may be made in person at The Insurance Institute of Ireland. Cheques should be made payable to The Insurance Institute of Ireland. Your name should be written on the back of the cheque.

Where payment is made by credit/debit card (Visa, MasterCard, Laser Cards), this does not alter the procedures or terms and conditions as indicated in this handbook. The CVN is the last 3 digits noted on the signature strip on the back of your card.
- Please note if your employer is paying for your examinations they are automatically entitled to see your results.
- Please note you must be a current member of The Insurance Institute of Ireland to enable you to sit an examination.
- 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.

- 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.
- 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.

Foundation Level Textbook, & Exam Entry	€380 LA1 & QFA Life/QFA Pensions €190 LA1 only (with 1 year update service for repeat students)
	€190 QFA Life only or QFA Pensions only (with 1 year update for repeat students)
Repeat Fee	€65 per module
Late Entry Fee	€65 per module
Deferrals/Changes	€55 per module – requests must be received in writing before late entry closing dates – (see inside cover)
Mark disclosure	Free of charge (Request in writing)
Sample Paper (for MCQ exams)	Available free of charge at www.insurance-institute.ie
Powerpoint Training Pack	€670 (available to corporate groups only)
Annual Powerpoint Update Fee	€200
Core & Specialist Level 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 normal	€45 before normal closing date. (No changes or deferrals permitted after 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 at 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

