

# ifs Diploma for Financial Advisers

## Registration and payment form

Please complete this form in BLOCK capitals and either fax it back to +44 (0) 1242 820282 or post to:

Catherine Court, Head of Training, Financial Ltd, Unit 1 Andoversford Business Park, Cheltenham, Gloucestershire GL54 4LB

YOUR DETAILS	
ifs number	_____
<small>(if first registration, this number will be allocated by the ifs)</small>	
Title (eg Mr)	_____
First name(s)	_____
Last name	_____
Honours	_____
Date of birth	_____
Nationality	_____
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Your name, as you wish it to appear on the completion certificate:	
_____	

ETHNIC ORIGIN (TICK BOX)			
To help us monitor the effectiveness of our equal opportunities policy, please complete this section. You are not obliged to supply this information but if you do it will be treated as confidential and used for statistical purposes only.			
Bangladeshi	<input type="checkbox"/> 01	Indian	<input type="checkbox"/> 06
Black – African	<input type="checkbox"/> 02	Pakistani	<input type="checkbox"/> 07
Black – Caribbean	<input type="checkbox"/> 03	White – European (inc UK)	<input type="checkbox"/> 08
Black – other	<input type="checkbox"/> 04	White – other	<input type="checkbox"/> 09
Chinese	<input type="checkbox"/> 05	Other	<input type="checkbox"/> 10
Do you consider English to be your first/best language?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

CONTACT DETAILS	
Email address*	_____
Daytime tel	_____
Evening tel	_____
Mobile tel	_____
Fax	_____
Security word	_____
<small>Please tick relevant prompt for security purposes</small>	
<input type="checkbox"/> mother's maiden name <input type="checkbox"/> place of birth <input type="checkbox"/> memorable date	
<small>*Please note that email addresses are a compulsory requirement of study</small>	

ACADEMIC ACHIEVEMENTS (TICK BOX)	
Please indicate your highest previous level of achievement:	
NVQ 1, Foundation GNVQ, GCSE (grades G to D)	<input type="checkbox"/> 01
NVQ 2, Intermediate GNVQ, GCSE (grades C to A)	<input type="checkbox"/> 02
NVQ 3, Advanced GNVQ, A Level, AS Level	<input type="checkbox"/> 03
NVQ 4, UK Undergraduate Certificate, HNC	<input type="checkbox"/> 04
NVQ 5, UK Undergraduate Diploma, HND	<input type="checkbox"/> 05
UK Foundation degree, Ordinary degree	<input type="checkbox"/> 06
UK Professional qualification, eg Aifs, ACIB, ACCA, ICAEW, ACA, CIM Postgraduate Diploma in Marketing	<input type="checkbox"/> 07
UK Honours degree	<input type="checkbox"/> 08
UK Master's degree	<input type="checkbox"/> 09
UK Doctorate, PhD, DPhil, etc	<input type="checkbox"/> 10
Non-UK qualification	<input type="checkbox"/> 11
What is the name of your highest award?	
_____	
Who is the awarding body?	
_____	
What year was it awarded?	
_____	

ADDRESS DETAILS	
Organisation name	_____
Region	_____
Job title	_____
Organisation address	_____
_____	_____
Postcode	_____ Country _____
Private address	_____
_____	_____
Postcode	_____ Country _____
Please indicate which address you would prefer the ifs to use for correspondence: Private <input type="checkbox"/> Business <input type="checkbox"/>	
The address is where your study materials can be signed for. You should avoid using a PO BOX number.	

PERSONAL INFORMATION	
Do you consider yourself to have any special educational needs that may affect your studies and/or examination performance/attendance?	
<small>(If you answer 'Yes' to this question a member of ifs staff will contact you).</small>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

WHERE DID YOU HEAR ABOUT THE ifs School of Finance?			
Advert .....	<input type="checkbox"/>	ifs website .....	<input type="checkbox"/>
Other website .....	<input type="checkbox"/>	Post .....	<input type="checkbox"/>
Email .....	<input type="checkbox"/>	Exhibition .....	<input type="checkbox"/>
Employer .....	<input type="checkbox"/>	Friend/Colleague .....	<input type="checkbox"/>
Press .....	<input type="checkbox"/>	FSA .....	<input type="checkbox"/>
Learn Direct .....	<input type="checkbox"/>		

**YOUR REGISTRATION**

This registration is for: The **ifs** Diploma for Financial Advisers.

**Please indicate your chosen study session start date**

5 October 2009  5 January 2010

Registration closes 11 September 2009 Registration closes 4 December 2009

6 April 2010

Registration closes 12 March 2010

**Venues for written examination**

England – London; Birmingham; Bristol; Peterborough; Manchester; Newcastle

Scotland – Edinburgh Northern Ireland – Belfast Isle of Man

Jersey Guernsey

**Preferred examination venue** \_\_\_\_\_

The **ifs** may be able to offer other examination venues subject to demand.

**Please note that the objective test for Financial Planning Principles (FPP) is available at Person VUE test centres nationwide.**

**ENTRY REQUIREMENTS**

You must be CeFA® qualified, or equivalent (eg FPC, IAC) to study. Please enclose a copy of your completion certificate, certified as a true copy of the original by your line manager, personnel or compliance function. The **ifs** recommends DipFA for advisers with at least 1 year of professional experience.

**PAYMENT DETAILS****PAYMENT DETAILS**

Registration (£595.00)

**TOTAL**

£ \_\_\_\_\_

TOTAL PAYABLE

£ \_\_\_\_\_

**METHOD OF PAYMENT**

I enclose a cheque/bank draft/postal order in Sterling for the **total payable**, made payable to the **ifs School of Finance**. **OR**

I authorise the **ifs** to debit my Visa / MasterCard / Debit Card for the **total payable**

Card number

Expiry date   /   Valid from   /

Issue number   (if applicable) Security number\*

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

\*This is the last 3 digits found on the signature strip on the reverse of your card.

**RESITS**

Resits are available (for either the coursework or examination element). To register for a resit please telephone Customer and Student Services on +44 (0) 1227 818609.

**DATA PROTECTION**

The **ifs School of Finance** will process the data supplied on this form in accordance with the principles of the UK Data Protection Act (1998). By supplying your address, telephone, fax and email details you are giving your consent for us to contact you in any of those ways in connection with this application. In addition, such personal data as is necessary for the fulfilment of this application will be passed to third parties, eg mailing houses for delivery of materials, partners in qualification delivery, etc.

We will release assessment results and details of qualifications gained at the request of your employer or anyone else who has an interest in your academic progress. In addition, statistical data may be passed to other regulatory bodies.

On completion of your qualification, the **ifs** may publish details of the achievement of your award. Completion and submission of this form signifies your consent to the processing of this data in the manner outlined above.

I confirm that the information given on this form is correct and that I consent to the processing of my personal and examination data.\*

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*Please note that all unsigned forms will be returned and will cause delay in the processing of your registration.

From time to time, the **ifs School of Finance** may wish to send you information on its products and services that may be relevant to you. If you do not wish to receive further information, please tick the box.

**REGULATIONS AND POLICIES**

You are required to ensure that any coursework/assignment submitted in the course of your programme of study is your own work, can be submitted to a plagiarism detection service, may be used in full or part in anonymous form as an exemplar to allow future students the opportunity to see examples of such work, and that you have kept a copy of it.

I confirm that I have read and understood the Regulation Statements and Terms and Conditions. (These can be accessed at [www.ifslearning.ac.uk](http://www.ifslearning.ac.uk))

Signed \_\_\_\_\_ Date \_\_\_\_\_