

## Level 4 Terms and Conditions

### 1. Your qualification/module registration and personal details

- 1.1 The **ifs School of Finance (ifs)** endeavours to keep students up-to-date with changes to any programme, qualification or module during their period of study. Such communications will be undertaken by email, telephone, letter and/or via the website as appropriate. It is the responsibility of the student to read all such communications, keep abreast of any changes published via the website and raise with the **ifs** in a timely manner any circumstances that may affect their studies.
- 1.2 It is a requirement of the programme that students have access to email and the Internet throughout their studies with the **ifs School of Finance**. To speed up communication, as well as sending registration confirmation via email/letter, the **ifs** will use email or telephone to contact students and therefore all such details should be kept up-to-date.
- 1.3 It is the responsibility of the student to provide up-to-date information to the **ifs** at registration, and to maintain that data either by advising the **ifs** Customer and Student Enquiries team or by updating the information within my **ifs**learning (the secure student portal on the website).
- 1.4 It is important that students' qualification and module registration information is accurately recorded. These details will be quoted in students' registration confirmation email/letters and it is their responsibility to check these details and advise the **ifs** if they are incorrect.
- 1.5 Full name: the name that a student uses when completing their registration form will be the name that will be held on the **ifs** database. This will be the name that will appear on any certificates generated for the student. If this is incorrect, the student must notify the **ifs** within thirty working days of receiving their registration confirmation email/letter (please see Section 9 'Certificates' below).
- 1.6 Address: the address that a student uses when completing their registration form will be the address that will be held on the **ifs** database, which will be used for other mailings including delivery of certificates (please also see Section 6 'Study Material Delivery' below). Please note that couriers cannot deliver to PO Box numbers.
- 1.7 Modules: students have been registered for the module(s) shown in their registration confirmation email/letter.
- 1.8 Expiry date: students should note the expiry date for their module as stated in their registration confirmation email/letter. If a student is progressing to Level 5, they should also note the overall six-year time limit, details of which can be found in the regulations.

### 2. Fees

- 2.1 The fees that students pay for their registration are also shown in their confirmation email/letter.
- 2.2 The fees paid cover:
  - 2.2.1 One set of study materials for each module registered.
  - 2.2.2 One entry and for each assessment component.
  - 2.2.3 Tutor support.
  - 2.2.4 Online access to the my **ifs**learning area of the website as well as access to **ifs KnowledgeBank** and my **ifs**LE.
- 2.3 It is a requirement of the programme that students are current members throughout the duration of their studies at this level. If a student fails to pay their annual subscription fee, they will not

receive any outstanding examination results and will have their online access removed until payment is received.

### **3. Entry requirements and checking**

3.1 Students are required to meet entry requirements, set out in Section 7 of the Programme Specification. If a student is unsure that they meet these requirements they should contact a Higher Education Student Admissions Officer by email at [headmissions@ifslearning.ac.uk](mailto:headmissions@ifslearning.ac.uk) or telephone +44 (0) 1227 828232.

### **4. Choosing a study method**

4.1 There are three study methods for the Level 4 awards which are as follows:

4.1.1 **Approved provider:** studying through an approved provider allows students to benefit from regular discussions with their tutor and fellow students. Tuition is face-to-face, through an *ifs* approved, structured programme of workshops. The *ifs* approved providers offer study for a selection of modules. Details of current approved providers can be found on the *ifs* website: [www.ifslearning.ac.uk](http://www.ifslearning.ac.uk).

4.1.2 **Distance learning:** the *ifs* distance learning programme enables students to tailor their study requirements to suit their personal circumstances and study needs. Distance learning is flexible and has the advantage of allowing students to study at times and places convenient to them. This method is particularly beneficial to students who travel frequently, have individual circumstances that wouldn't allow them to attend a series of workshops, or just prefer to study alone at their own pace.

Study support is available from a dedicated subject tutor. All tutors are experienced in their specialist subject area as lecturers and/or practitioners with experience in the financial services industry. At the beginning of students' study, their tutor will make the first contact to introduce him/herself.

Tutors are available to contact by telephone, in writing, by fax and via email; whatever best suits the student.

4.1.3 **Flexible learning:** studying via flexible learning is a mix between distance learning and workshops. Students study as if they are distance learners, but also attend three workshops for each module. The workshops are designed to cover the most crucial concepts contained within the syllabus of study. Unlike the approved provider, there is not the same frequency of workshops to commit to. Workshops commence in December and June.

4.2 Further details can be found on the *ifs* website: [www.ifslearning.ac.uk](http://www.ifslearning.ac.uk) or from HE Student Services on + 44 (0) 1227 829499.

### **5. Examination support and assignments**

5.1 The Level 4 awards encourage students to develop graduate level skills. These skills include learning to apply academic theory and professional examples, taking control of their own learning by carrying out research and undertaking self-assessment when necessary. As well as using their tutor and study text provided, students must proactively seek further information about current issues within the industry and undertake wider reading about the syllabus topics. Further details can be found in the programme specification.

### **6. Study material and delivery**

6.1.1 Specialist module materials will be despatched before the student's course start date. Students should refer to their confirmation email/letter for details of delivery. If a student does not receive his/her materials by the course of study start date they should contact HE Student Services.

6.1.2 Module materials will be despatched within a maximum of four weeks from the student's registration date. If a student does not receive his/her materials within four weeks from registration they should contact HE Student Services.

6.2 Unless a student has specified an alternative delivery address for their study materials, they will be delivered to the preferred address quoted in their registration confirmation email/letter. In some instances, overseas' materials will be sent in bulk to that country's academic centre (if applicable) for distribution.

6.3 The materials will be delivered by courier and in all cases will require a signature to confirm receipt. Please note that couriers cannot deliver to PO Box numbers. When packages are returned to the *ifs* undelivered, the *ifs* will await contact from the student to arrange re-delivery. It is the student's responsibility to advise the *ifs* if they have not received their materials. Students can track their materials online using the [www.myifslearning.com](http://www.myifslearning.com) username and password issued in their confirmation email/letter.

6.4 The *ifs* advises that the study materials should be read in conjunction with the Programme Specification and module specifications which can be found on the *ifs*' website: [www.ifslearning.ac.uk](http://www.ifslearning.ac.uk).

## 7. Examinations

7.1 Students must sit their Objective Test and Short Answer Examination at an *ifs* approved examination centre.

### 7.1.1

7.2 Students must arrive at their examination venue at least fifteen minutes before their examination time. If a student is late for his/her examination, entry will be at the invigilator's discretion.

7.3 Students must produce one of the following forms of identification when they arrive at the examination centre:

- A current, original signed passport.
- A current original signed photocard driving licence (full or provisional). If sitting in the UK/EU the driving licence must be from an EU country.
- A current, original European Union (EU) government-issued identity card that carries your photograph and signature.

These documents must be valid/unexpired and bear a signature and photograph. Failure to produce such ID will result in the student not being able to sit their examination and they will forfeit their fee.

7.4 All coursework must be submitted via [www.submit.ac.uk](http://www.submit.ac.uk).

## 9. Certificates

Students will normally receive an overall qualification certificate and this will be presented to them at a graduation ceremony in London.

## 10. *ifs* School of Finance Level 4 Regulations

10.1 Before applying to enrol onto this programme there are some online documents that students must read. They will be asked to sign a declaration on the application form confirming that they have been onto the relevant pages to read them. These documents are:

- Code of Practice for Quality Assurance
- Student Charter
- General and Academic Regulations

- Programme specification
- Module specifications
- Programme regulations

## **11. Contacting the *ifs School of Finance***

11.1 The *ifs School of Finance*'s HE Student Services team can be contacted:

11.1.1 By telephone on +44 (0) 1227 829499.

11.1.2 By fax on +44 (0) 1227 784331.

11.1.3 By email to [HEstudentservices@ifslearning.ac.uk](mailto:HEstudentservices@ifslearning.ac.uk).

11.1.4 In writing to: HE Student Services, *ifs School of Finance*, IFS House, 4 – 9 Burgate Lane, Canterbury, Kent CT1 2XJ.