

# FHEQ Level 4 module registration form

To register for your module(s) please complete the form in BLOCK capitals and return to:

Admissions, Academic Management and Student Services Office, **ifs** House, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ. Alternatively you can fax your form to 01227 786030.

## YOUR DETAILS

**ifs** number (if known) \_\_\_\_\_ Title (eg Mr) \_\_\_\_\_  
 First name(s) \_\_\_\_\_  
 Last name \_\_\_\_\_  
 Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
 Gender Male  Female

**Please complete the below information only if your contact details have changed. If your details have not changed please proceed to MODULE REGISTRATION DETAILS overleaf.**

## CONTACT DETAILS

Email address\* \_\_\_\_\_  
 Daytime tel \_\_\_\_\_ Evening tel \_\_\_\_\_  
 Mobile tel \_\_\_\_\_ Fax \_\_\_\_\_

\*Please note that having a valid email address is a compulsory requirement of study.

## ADDRESS DETAILS

Organisation name \_\_\_\_\_  
 Region \_\_\_\_\_  
 Job title \_\_\_\_\_  
 Business address \_\_\_\_\_  
 Postcode/ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Private address \_\_\_\_\_  
 Postcode/ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Delivery address for study materials if different from above. Please choose an address where your study materials can be signed for. You should avoid using a PO BOX number.

Delivery address \_\_\_\_\_  
 Postcode/ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Please indicate which address you would prefer the **ifs** to use for correspondence: Private  Business  Delivery

**MODULE REGISTRATION DETAILS**01 May 2012 **Available 30 Credit Modules**

	Distance learning	Flexible learning (incl 3 workshops)
Financial Markets and Risk*	<input type="checkbox"/>	<input type="checkbox"/>
Measuring Performance	<input type="checkbox"/>	<input type="checkbox"/>
Managing Corporate and Business Relationships	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Commercial and Business Lending	<input type="checkbox"/>	<input type="checkbox"/>
Customers and their Needs	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to Work-based Learning	<input type="checkbox"/>	<input type="checkbox"/>

**Available 15 Credit Modules**

	Web-supported learning	Flexible learning (incl 2 workshops)
Relationship and Wealth Management	<input type="checkbox"/>	<input type="checkbox"/>
Retail Management in Financial Services	<input type="checkbox"/>	<input type="checkbox"/>

\*To achieve PCertB® students are required to obtain 120 credits at FHEQ Level 4. This includes 30 credits obtained by completing Financial Markets and Risk (FMRI) which must form part of the first 60 credits earned towards this award. Further to FMRI, students must complete at least one further 30 credit module. The remaining 60 credits can be formed by any combination of 30 and 15 credit modules.

**If you have chosen to attend workshops, please indicate where you would like to attend (workshop locations will be offered subject to availability/demand):**

Birmingham  London  Bristol   
 Manchester  Leeds  Edinburgh

**Please indicate your examination venue below**

For an up-to-date list of exam venues please visit:  
[www.ifslearning.ac.uk/Libraries/HE\\_documents/Level\\_4\\_examination\\_venues.sflb.ashx](http://www.ifslearning.ac.uk/Libraries/HE_documents/Level_4_examination_venues.sflb.ashx)

**FEES****Tuition method****All modules****30 Credits**

- Distance learning £735.00  
 (Direct debit - initial fee £250.00, payable at time of registration, plus 4 monthly DD payments of £121.25)\*. Only available to UK account holders.
- Flexible learning (incl 3 workshops) – subject to demand £895.00  
 (Direct debit - initial fee £305.00, payable at time of registration, plus 4 monthly DD payments of £147.50)\*. Only available to UK account holders.
- Introduction to Work-based learning £535.00  
 (Direct debit - initial fee £195.00, payable at time of registration, plus 4 monthly DD payments of £85.00)\*. Only available to UK account holders.

**15 Credits**

- Web-supported Learning £485.00  
 (Direct debit - initial fee £165.00, payable at time of registration, plus 4 monthly DD payments of £80.00)\*. Only available to UK account holders.
- Flexible learning (incl 2 workshops) – subject to demand £585.00  
 (Direct debit - initial fee £185.00, payable at time of registration, plus 4 monthly DD payments of £100.00)\*. Only available to UK account holders.

Student Membership 2012 (half annual fee) £51.00

\* Please note, the Direct Debit cut off date is 1 March 2012. After this date, instalment options may vary.

**PAYMENT DETAILS**

30 Credits Distance learning £ \_\_\_\_\_

Introduction to Flexible learning  
 (incl 3 workshops) £ \_\_\_\_\_

Introduction to Work-based learning £ \_\_\_\_\_

15 Credits Web-supported learning £ \_\_\_\_\_

Flexible learning (incl 2 workshops) £ \_\_\_\_\_

Student Membership 2012 (half annual fee) – £51.00 £ \_\_\_\_\_

**TOTAL PAYABLE £ \_\_\_\_\_**

**Payment options**

- I enclose a cheque/bank draft/postal order in sterling for the total payable, made payable to the **ifs School of Finance**.
- Direct debit - I have filled in the direct debit instruction and enclose payment details for the initial fee.
- 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.

Please note that all unsigned/incomplete 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:



Please fill in the whole form using a ball point pen and send it to:

**ifs School of Finance**  
**ifs House**  
 4-9 Burgate Lane  
 Canterbury  
 Kent CT1 2XJ

### Instruction to your bank or building society to pay by direct debit

Service User No

Reference

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**Instruction to your bank or building society**

Please pay the **ifs School of Finance** direct debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with the **ifs School of Finance** and, if so, details will be passed electronically to my bank/building society.

Name(s) of account holders

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Bank or building society account number

Branch sort code

-   -

Name and full postal address of your bank or building society

Signature(s)

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Date

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To: The Manager Bank/Building Society

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Address

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Postcode

For **ifs School of Finance** OFFICIAL USE ONLY

This is not part of the instruction to your bank or Building Society

**To avoid delays in processing please tick below**

This Direct Debit instruction has been set up to pay course fees by monthly installments

This Direct Debit instruction has been set up to pay annual alumni membership subscription fee

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNT

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the **ifs School of Finance** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request **ifs School of Finance** to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the **ifs School of Finance** or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when **ifs School of Finance** asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.