

# FHEQ Level 5 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 +44 (0) 1227 786030.

YOUR DETAILS	
<b>ifs</b> number (if known) _____	Title (eg Mr) _____
First name(s) _____	
Last name _____	
Date of birth _____	Nationality _____
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
<p><b>Please complete the information below only if your contact details have changed. If your details have not changed please proceed to MODULE REGISTRATION DETAILS overleaf.</b></p>	

CONTACT DETAILS	
Email address* _____	
Daytime tel _____	Evening tel _____
Mobile tel _____	Fax _____
<small>*Please note that having a valid email address is a compulsory requirement of study.</small>	

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 <b>ifs</b> to use for correspondence: Private <input type="checkbox"/> Business <input type="checkbox"/> Delivery <input type="checkbox"/>	

**MODULE REGISTRATION DETAILS**

01 May 2012

	Distance learning	Flexible learning (incl 3 workshops)
--	-------------------	---

**Core modules - 30 Credits**

Organisational Management in Financial Services\*

Financial Services: The Commercial Environment\*

\*These modules must be completed before you can study for an option module.

**Option modules - 30 Credits**

Corporate Financial Services

Finance of International Trade

Insurance

Quantitative Methods of Finance and Investment

Retail Financial Services

Work-Based Learning

**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

**Please indicate your examination venue below**

For an up-to-date list of exam venues please visit the Useful Information page in the Professional Higher Education section at [www.ifslearning.ac.uk/libraries/HE\\_Documents/level\\_5\\_6\\_Examination\\_Venues.sflb.ashx](http://www.ifslearning.ac.uk/libraries/HE_Documents/level_5_6_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 £121.50)\*. 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.

• 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.

Student Membership 2012 (half annual fee) £51.00

\* Direct debit cut off date 30 March

Instalment options may vary after this date.

**PAYMENT DETAILS**

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

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

Work-based learning £ \_\_\_\_\_

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  
 9 9 0 3 4 6

Reference

Name(s) of account holders

Bank or building society account number

□ □ □ □ □ □ □ □

Branch sort code

□ □ - □ □ - □ □

Name and full postal address of your bank or building society

**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.

Signature(s)

Date

To: The Manager Bank/Building Society

Address

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.