

Once you have read the notes on completing your application, you can either:

- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
- complete and submit your form online at www.cii.co.uk or
- complete the form below and post or fax (+44 (0)20 8530 3052) to Customer Service.

Diploma/Advanced Diploma in Insurance Application form

ICI005 (10/06)

Important note: To ensure that your application is processed correctly can you please enter your name at the top of each page in the space provided.

Section A – Personal details (Please complete all fields. Your name should be entered as you wish it to appear on your completion certificate.)

Have you ever had previous contact with the CII? Yes No (Please tick)

Please give your CII permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/Ms Surname

Forenames Date of birth

Employer's name

Tel Ext Mob

email*

Work address

Postcode Country

Home address

Postcode Country

*Please take care when providing your email address as most correspondence will be sent electronically.

Tick address to be used for correspondence Home Work

Please only tick one box per category

- Type of organisation
- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> Insurance company | <input type="checkbox"/> Broker/Intermediary | <input type="checkbox"/> Lloyd's | <input type="checkbox"/> Reinsurance company/broker |
| <input type="checkbox"/> Loss adjuster/Loss assessor | <input type="checkbox"/> Bank/Building Society | <input type="checkbox"/> Consultancy | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Other | | | |

- Area of work
- | | | | |
|--|--|-------------------------------------|--|
| <input type="checkbox"/> Underwriting | <input type="checkbox"/> Claims/Loss adjusting | <input type="checkbox"/> Broking | <input type="checkbox"/> Sales/Marketing |
| <input type="checkbox"/> Risk management/
Surveying | <input type="checkbox"/> Administration/
Processing | <input type="checkbox"/> Compliance | <input type="checkbox"/> HR/Training |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Other | | |

- Job category
- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Technical | <input type="checkbox"/> Advisory | <input type="checkbox"/> Supervisory/Controller |
| <input type="checkbox"/> Middle management
(Branch, Office, Dept) | <input type="checkbox"/> Senior management
(General, Head of) | <input type="checkbox"/> Executive (CEO, Director) | <input type="checkbox"/> Business owner |
| <input type="checkbox"/> Other | | | |

Study path

Where you are studying in order to complete a qualification please indicate which by ticking the appropriate box:

Advanced Diploma in Insurance Diploma in Insurance Certificate in Insurance Advanced Diploma in Financial Planning

Diploma/Advanced Diploma in Insurance application form – ICI005 (10/06)

Enter your name

Section D – Continued

I wish to order the following learning materials (Please ensure you enter the unit code)

* Revision aids	CII use	Member	Non-member	Unit code			Total
Examination guides	available online at www.cii.co.uk						
Key facts booklets (See pg 11)	KF	£20	£22	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Winning the brain game	WB	£27	£27	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
ed.LEARN online tutorial	available at www.ed.cii.co.uk						
Computer based training CD-ROM	CBT	£69	£69	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
** Revision workshops (See pg 12)	IT	£365	£425	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
** Revision days (See pg 12) price subject to course selected	R	£170	£200	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
		£190	£215	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
** Generic using formulae and practising calculations (See pg 12)	510SF	£190	£215	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
** Exam techniques course (See pg 12)	ET	£99	£115	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Sub total £

Important notes: Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.

* With the exception of training courses all prices apply from 01 October 2006 to 30 September 2007.

** Prices shown for training courses apply from 01 January 2007. For training courses in 2006, please use a 2006 booking form, available from Customer Service or online at www.cii.co.uk
All course bookings are made on the terms and conditions listed within the Training Directory.

Postage fee (not applicable to training courses):

UK and EU £4 per order.

All other countries £14 per study option and £8 per revision aid purchased.

Postage fee £

Section E – Exam entry

I wish to enter the following exams in April/October 2007 (delete session which is not applicable) at the centre in:

First choice Centre code

Second choice Centre code

Unit codes				Member*	Non-member*	No of units	Entry fee
Diploma							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£96	£128	<input type="text"/>	£ <input type="text"/>
Advanced Diploma							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£101	£134	<input type="text"/>	£ <input type="text"/>

Sub total £

*Important note: Exam fees applicable to 2007 exam sittings

Additional late entry fee (See pg 16) £

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Enter your name

Section F – Total payable and method of payment

Insert the total value of all items ordered in Sections B to E.

Total payable £

*Note: All prices quoted are inclusive of VAT, where appropriate, at the current rates.
Prices are subject to change without notice.*

(NOTE: Please ensure that where applicable you have included the appropriate postage fee – see Section D.)

Tick method of payment and, if applicable, complete the card details.

- Cash/cheque payable to the Chartered Insurance Institute, and drawn on a UK bank, enclosed.
Your name and permanent identity number (PIN) or address must be written on the back of the cheque.
- Credit/debit card: Please debit my/our account with the total cost of the goods and services ordered on this form, according to the CII's prices at the time of processing.

Type of card (please tick) VISA MASTERCARD DELTA SWITCH/MAESTRO SOLO

Valid from* Expiry date* Issue number*

Card number*

*Please complete according to the information on your credit/debit card.

Cardholder's name and address if different from personal details

Cardholder's signature

Date

Section G – Declarations

Application for study materials

I undertake to use them for my own purposes and not to sell, copy, lend or give them to anyone else.

Membership

In applying for admission to membership of the CII, I agree to abide by the Charter, Bye-laws and Code of Ethics and Conduct of the Institute, and by the constitution and Bye-laws of any local institute of which I may become a member.

Exam prizes

Organisations other than the CII sponsor prizes and awards based on CII exam performance. If you do not wish any information to be passed on to these organisations, please tick this box.

Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

Data Protection and Privacy

The CII is registered under the Data Protection Act 1998 and will ensure that in providing products and services to you, it will process your personal data fairly. Where your employer pays for any of your tuition including e-learning, examination entries, coursebooks or membership fees, the CII will upon the employer's request provide your employer with the details of your membership status and/or examination record including attempts, unless you tick this box.

We may from time to time wish to draw your attention to other CII products and services which are likely to be of interest to you. We may also share your data with third parties who will use this for similar purposes, but will never sell your personal data to third parties. The CII will assume that you consent to us using your data in this way unless you tick the following box.

Signed

Date

Important note: Please allow 10 days for delivery in the UK and 21 days internationally from receipt of your correctly completed application form.

Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.

Study options and revision aids are provided by the Education and Training Trust of the Chartered Insurance Institute (a company limited by guarantee)
Registered office: 20 Aldermanbury, London EC2V 7HY. Registered Charity no. 1021017

Please fax the completed form if paying by credit/debit card on +44 (0)20 8530 3052 or send with your cheque to
Customer Service, CII, 42 - 48 High Road, South Woodford, London E18 2JP

