

## Important notes:

Please complete all sections of this form in BLOCK CAPITALS and please either:

- fax through the forms if paying by credit/debit card on **+44 (0)20 8530 3052**,
- send with a cheque to **The Chartered Insurance Institute, Fellowship Advisory Service (FAS), 42–48 High Road, South Woodford, London, E18 2JP**.

If you require any assistance or advice when completing this form please call Customer Service on **+44 (0)20 8530 0819** or email **societies.fas@cii.co.uk**



# Enrolment for the Fellowship Programme application form

## Section A – Personal details

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

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

PIN

Mr/Mrs/Miss/ Ms/Other  Surname/ Family name

Forename/ Given name(s)

Gender (Please tick) ☐ Male ☐ Female Date of birth

Employer's name

Tel  Ext  Mobile

Work address

Postcode  Country

Home address

Postcode  Country

email

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

Tick address to be used for correspondence (Please tick) ☐ Home ☐ Work

## Section B – Fees and method of payment

Enrolment fee and BEP	£310.00	£
Enrolment fee only*	£215.00	£
Postage UK only	£7.00	£
Postage if outside the UK	£15.00	£
Total		£

\*The BEP is a compulsory element of the Fellowship programme.

☐ Tick here if you have already purchased BEP and are only paying the enrolment fee.

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

☐ Credit/debit card: Please debit my/our account with the total cost of the goods and services ordered on this form.

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 above

[illegible]

Cardholder's signature

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Date \_\_\_\_\_

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Please note: In the interests of data security we do not recommend you send credit or debit card details by email.

## Data Protection and Privacy

The CII will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available on the CII's website). To process this application, I am deemed to have consented to the CII processing my data.

## Sharing information with your employer

The CII will, upon request, provide your employer with details of your assessment record and accreditation, including all attempts and future entries, along with your CII Permanent Identity Number, unless you tick the following box. ☐

## Privacy and electronic communications regulations

The CII may from time to time wish to draw your attention to other CII products and services electronically which are likely to be of interest to you. The CII will assume you consent to us using your data in this way, unless you tick the following box. ☐

## Sharing your data with local institutes

The CII will share your data with your local institute (UK, Channel Islands and Isle of Man based members only) so they may communicate to you, electronically, any local events, products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box. ☐

To opt out of postal marketing communications from the CII and your local institute please send a request to Customer Service at **[customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)**

### 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. Please tick one of the following boxes:

- ☐ I am a post 1992 ACII holder.
- ☐ I am a pre 1992 ACII holder and have enclosed a summary of 10 years relevant experience.

I understand that this enrolment will be valid from the date of its acceptance by the CII. If I do not successfully complete the Fellowship programme within five years, I will have to complete a new enrolment form and pay a further enrolment fee.

## Plagiarism

In submitting work under the Fellowship programme you are declaring that you have read the Fellowship guidelines and that it is your own work. Failure to comply with these rules may result in disciplinary action and your name being published in our Journal and Financial Solutions magazines and on our website.

### Your right to cancel

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have a right of cancellation in respect of these Products and Services, which right shall (subject to the Regulations) expire fourteen calendar days from the day on which either the product/s are received by you, or a person nominated to receive the products on your behalf, or your order for services is accepted by the CII. Should you wish to cancel, notice should be sent to Customer Service. Where products have been supplied to you prior to such cancellation they must be returned to us, in the condition in which they were supplied to you, at your expense. Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within fourteen days of receiving the notice of cancellation or if products are to be returned to us, within fourteen days of their receipt or proof of sending.

Signature

\_\_\_\_\_

Date \_\_\_\_\_

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Please refer to the Fellowship regulations and guidelines when completing your plan. Please complete this form and keep a copy for your reference.

Date enrolled on Fellowship scheme		
Intended date of submission of BEP for assessment		
Intended date of completion of major achievement		
Intended date of completion of Statement of Personal Development		
Intended date of application for election to Fellowship		

State how you have tried to ensure that your personal objectives in reaching Fellowship also meet with those of your employer:

[illegible]

Please indicate which of the following options you intend to put forward as your major achievement.

Dissertation\*  Project\*  Published work\*  Qualificationt

† If you intend to submit an **alternative qualification** as your major achievement, **please attach a completed copy of the major achievement application form and supporting documentation with this plan.** This application form can be found on the CII website [www.cii.co.uk/fellowship](http://www.cii.co.uk/fellowship).

\* If you intend to submit a **dissertation, project or portfolio of published work** as your major achievement, please complete the following:

[illegible]

**Please note:**

- That if your submission contains any company-specific information you should obtain an endorsement of your intended major achievement from your employer.
- In submitting your major achievement you are agreeing, where this is successfully accepted towards Fellowship, for the CII to make this available for public view.

Signature

\_\_\_\_\_

Date \_\_\_\_\_

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