|  |  |
| --- | --- |
|  | **Exam entry form – April 2025 exams – for bank transfer payments only. (Members only)**Please note that your **bank transfer payment** must be received before 17.00 hrs (UK time) on **Monday 24 February 2025.** |

*This form must be returned via email to:* *memberservices@actuaries.org.uk*accompanied by your proof of payment.

**PLEASE NOTE: This form is for payment by bank transfer only. If you wish to pay for your exams by credit/debit card you must enter online. Do not return this form with payment card details. Online entry is the quickest method to apply and secure your booking.**

This form may only be used by members of the Institute and Faculty of Actuaries.

Please print clearly. Forms containing invalid information or received after the closing date or submitted without proof of payment cannot be processed.

|  |
| --- |
| **Candidate details** |
| **Name** |  | **ARN** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Full/reduced fee** | **Time** | **Tick to select** |
| **CS1** | £310/£200 | Paper A 09:00 Tues Paper B 09:00 Wed |  |
| **CS2** | £310/£200 | Paper 1 09:00 Thurs Paper 2 09:00 Fri |  |
| **CM1** | £310/£200 | Paper A 09:00 Tues Paper B 09:00 Wed |  |
| **CM2** | £310/£200 | Paper A 09:00 Thurs Paper B 09:00 Tues |  |
| **CB1** | £250/£150 | 09:00 Wed |  |
| **CB2** | £250/£150 | 09:30 Mon |  |
| **CP1** | £650/£380 | Paper 1 09:00 Thurs Paper 2 09:00 Fri |  |
| **CP2** | £515/£310 | Paper 1 09:00 Tues Paper 2 09:00 Wed |  |
| **CP3** | £350/£200 | 09:00 Wed |  |
| **SP1** | £350/£200 | 09:00 Thurs |  |
| **SP2** | £350/£200 | 09:00 Tues |  |
| **SP4** | £350/£200 | 09:00 Tues |  |
| **SP5** | £350/£200 | 09:00 Thurs |  |
| **SP6** | £350/£200 | 09:00 Wed |  |
| **SP7** | £350/£200 | 09:00 Thurs |  |
| **SP8** | £350/£200 | 09:00 Tues |  |
| **SP9** | £350/£200 | 09:00 Tues |  |
| **SA1** | £350/£200 | 09:00 Wed |  |
| **SA2** | £350/£200 | 09:00 Wed |  |
| **SA3** | £350/£200 | 09:00 Wed |  |
| **SA4** | £350/£200 | 09:00 Wed |  |
| **SA7**  | £350/£200 | 09:00 Wed |  |

|  |  |
| --- | --- |
| **I have read, understood and agree to be bound by the** [**Assessment Regulations**](https://actuaries.org.uk/qualify/prepare-for-your-exams/assessment-regulations/) **and also the** [**Actuaries’ Code**](https://www.actuaries.org.uk/upholding-standards/standards-and-guidance/actuaries-code)**, in force at the time of application. In submitting this application, I confirm I have read and understood the examination policies, regulations and notes issued.** (Tick box to agree to the above statement).  | 🞎 |

|  |
| --- |
| Please note exam material may be shared with appropriate third parties to complete the exam marking process, and for audit and monitoring purposes. |

|  |
| --- |
| **Payment details** |
| **April 2025 exams - Members only (full fee/reduced fee) – please indicate which fee applies.** |
|  |
| Bank transfer payments only. We are unable to invoice examination fees. |
|  |
|  |
| Candidates paying by bank transfer must ensure that the amount arrives in our account **BEFORE** the exam entry closes on 24 February 2025. Payments that have not cleared the nominated account by the closing date will be returned to sender. As bank transfers can take approximately 3-5 working days to clear, you should make the bank transfer in good time before the exam registration closing date. |
| [ ]  | **Bank transfer** |  | Enter the total amount of the bank transfer.A remittance must accompany this form as proof of your payment |
| **Account name**  | Institute and Faculty of Actuaries | **IBAN** | GB98NWBK56002008671990 |
| **Account number** | 08671990 | **Bank name** | National Westminster Bank PLC |
| **Sort code** | 56-00-20 | **Bank address** | Holborn Circus BranchPO Box No 204No.1 Hatton GardenLondon, EC19 1DU |
| **SWIFT** | NWBKGB2L |
| **Please enter Bank transfer payment reference****Use your ARN, plus the code JEDEXA** |  |
| [ ]  | **Member credit balance** | To be used if you have a balance with the IFoA. **Proof of balance must accompany this form along with the payment difference** |

**Entry checklist:**

Please check the following before submitting your application:

* You have included proof of payment by bank transfer.
* Your preferred email address is up to date on your online record.
* You have ticked to confirm that you have read, understood and agreed to be bound by the[**Assessment Regulations**](https://actuaries.org.uk/qualify/prepare-for-your-exams/assessment-regulations/)and also the[**Actuaries’ Code**](https://www.actuaries.org.uk/upholding-standards/standards-and-guidance/actuaries-code)
* Your membership subscription fees are paid.

Failure to complete any of the above may result in your application being returned.

|  |
| --- |
| **Instructions for candidates** |

You should read and familiarise yourself with the following instructions, together with the [Assessment Regulations](https://www.actuaries.org.uk/studying/prepare-your-exams/assessment-regulations) found on our website, before you submit your application.

|  |
| --- |
| **How to submit your exam entry application** |
| It is your personal responsibility to ensure that your entry application is completed clearly and that your payment details of the bank transfer accompany the application. This includes those who forward forms to their company accounts department for payment. You should contact the Member Services Team before the closing date to confirm receipt.You may email a scanned copy to Member Services.No allowance will be made for any errors or omissions by you, your employer or other nominated person, or failure of transmission by email or the online service.If you do find yourself unable to sit an assessment, course or seminar that you have entered for due to reasons beyond your control, such as personal illness or family bereavement, please contact the Member Services team by email as soon as possibleFor refund applications received:* + Before the exam entry closing date: a refund of the fees paid will be given, subject to a deduction of a 10% administration charge and any applicable bank charges.
	+ After the exam entry closing date by exception: consideration will be given to individual circumstances. If your request for refund is accepted, a refund of the fees paid will be given, subject to a deduction of a 25% administration charge and any applicable bank charges.

Refunds will only be made to the payer of the exam entry fee, using the same account details.We will not consider refund requests:* If more than 14 days has passed since the date of the relevant assessment; or
* If you attempt to download the exam paper; or
* If no supporting evidence has been received within the timescale given.
 |
|  |
| **How to confirm your exam entry**  |
| You will receive an electronic confirmation, which will be sent to your preferred email address once the exam entry has been processed. In some cases, this may not be until after the exam entry closing date.You must check your exam entry in your personal account area of the website, by selecting ‘My Exams’ and then ‘Review exam bookings’. Any errors should be reported to the Member Services Team immediately.  |
|  |
| **How to pay for your exam entry**  |
| You must pay the fee for any exam at the time of application. **Applications without valid payment will not be processed.*** To pay by card you must enter using the online exam entry service.
* If you pay by bank transfer, you must ensure that the amount arrives in our account **before** the exam entry closing date and that your application form is accompanied by a remittance advice.
* Exam entry applications will not be accepted unless all entrance fees, subscription, tuition, exemption and examination fees due have been paid, and you have complied with the Assessment Regulations and requirements of the Charter, Bye-Laws, Rules and Regulations of the Institute and Faculty of Actuaries.

  |
|  |
|  |
| Exam places are allocated in the order entries are received so you should register for the exams early to avoid missing your first choice of exam.  |
|  |
| **Further information** |
| For full information and guidance about the examinations please visit <http://www.actuaries.org.uk/studying>  |