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|  | **Exam entry form –April 2025 exams** **Non-members (CM1 or CS1)**Please note that your **bank transfer payment** must be received before 17.00 (UK time) on **Monday 24 February 2025.** |

*Please complete and return this form via email to:* *memberservices@actuaries.org.uk*accompanied by your proof of payment.

**To enter for this exam you will need an Actuarial Reference Number (ARN), which you can get by completing the online registration form at** [**https://www.actuaries.org.uk/studying/non-members/non-member-exam-registration-form**](https://www.actuaries.org.uk/studying/non-members/non-member-exam-registration-form) **or you may already have an ARN from a previous sitting.**

**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.**

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

Please note: the CS1 and CM1 exams are now a combination of both a written (A) and an online (B) assessment. Both elements, A and B, will need to be taken in the same exam sitting.

All exams are online and will be sat in UK time only, at home or at your workplace.

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| **Entry Details:** choose one subject ONLY |
| **Exam** | **Full fee/reduced fee** | **Time slots available****(UK time)** | **Tick required time.** **✓** |

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| **CM1** | **£350/£225** | **Paper A 09:00****Paper B 09:00** |  |  | **Entry checklist:*** You have included proof of payment by bank transfer.
* You have ticked to confirm that you have read, understood and agreed to be bound by the [Assessment Regulations](https://actuaries.org.uk/document-library/qualify/my-exams/ifoa-exams/assessment-regulations/).
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| **CS1** | **£350/£225** | **Paper A 09:00****Paper B 09:00** |  |  |

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| **Personal details** |
| **ARN** |  |
| **Title** |  | **Given name** |  | **Family name** |  |
| **Important: Please ensure your preferred email address is up to date on your online account as this is the email address which will be used to contact you about the exam.** |
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| **I have read, understood and agree to be bound by the** [**Assessment Regulations**](https://actuaries.org.uk/qualify/prepare-for-your-exams/assessment-regulations/)  **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 this statement. | 🞎 |
| Please note exam material may be shared with appropriate third parties to complete the exam marking process, and for audit and monitoring purposes.Submission of this form allows the Institute and Faculty of Actuaries to publish the names of successful candidates. |
| **Payment details** |
| **April 2025 exam (CM1 or CS1 for non-members) - full fee/reduced fee – please indicate which fee applies.** |
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| Bank transfer payments only. We are unable to invoice examination fees. |
| Candidates paying by bank transfer must ensure that the full 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. |
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| 🞎 | **Bank transfer** | 🞎 **£350.00** | 🞎 **£225.00** | 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****Account number – 08671990****Sort Code – 56-00-20****Swift – NWBKGB2L** | **IBAN -** GB98NWBK56002008671990Bank Name – National Westminster Bank PLCBank Address – Holborn Circus BranchPO Box No 204, No. 1 Hatton GardenLondon EC19 1DU |
| **Please enter the bank transfer payment reference.****Please use the format:** your ARN plus the code JEDEXA | You must ask your bank to quote your Actuarial Reference Number (ARN) as the reference when arranging the transfer. This will enable us to trace your payment. Payments sent without a valid reference will be returned. |

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| **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: 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.

Refund requests received 15 days or more after the assessment you are seeking a refund for has taken place, will not be considered, nor if an attempt has been made to download the exam paper. |
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| **How to confirm your exam entry**  |
| Online entries for any of the exams are automatically confirmed once they have been successfully submitted. You can print a receipt from your personal account area of the website. 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.  |
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| **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.
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| 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.  |
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| **Further information** |
| For full information and guidance about the examinations please visit <http://www.actuaries.org.uk/studying>  |