



The Governance
Institute

Qualification top-up form and exam entry

ICSA Level 5 International Finance and Administration qualifications

Please complete in block capitals and black ink. Please return completed form together with the relevant payment to: Student Support, ICSA, Saffron House, 6–10 Kirby Street, London EC1N 8TS, UK

Surname/family name: _____

First name(s): _____

Date of birth: _____

Student number: (if available) _____

Home address: _____

Postcode: _____

Country: _____

Email address: _____

Preferred telephone no:

(If you live overseas, please include country and area code)

work/home/mobile

(please circle)

Alternative telephone no:

(If you live overseas, please include country and area code)

work/home/mobile

(please circle)

Qualification top-up registration

Please accept my registration for the following qualification: (choose one only)

- Level 5 Subsidiary Diploma in International Finance and Administration
 Level 5 Diploma in International Finance and Administration

Top-up exam entry

Closing date for receipt of June session exam entries is 1 April.

Closing date for receipt of November/December session exam entries is 1 October.

Late entries will not be accepted under any circumstances.

You can enter for a maximum of two exam papers at each exam session.

Please choose your exam(s): (tick all that apply)

Paper 1 – Trust and Company Administration

Nov 2018

June 2019

Paper 2 – Financial Reporting and Governance

Nov 2018

June 2019

Paper 3 – Fund Administration

Nov 2018

June 2019

Paper 4 – Business Management in Practice

Nov 2018

June 2019

There are time limits for completing each qualification. Please check our *Student Rules and Regulations* for further information.

You must confirm the centre at which you wish to sit your exam(s) – if you do not select a centre below, you will be entered into the centre closest to the address you have provided on this form.

Select your preferred exam centre: (tick one box)

- | | | | |
|-------------------------------------------------|-------------------------------------------------------|--------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Barbados: St Michael | <input type="checkbox"/> Cayman Islands: Grand Cayman | <input type="checkbox"/> Guernsey | <input type="checkbox"/> London |
| <input type="checkbox"/> Belize | <input type="checkbox"/> Cyprus | <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Mauritius: Reduit |
| <input type="checkbox"/> Bermuda | <input type="checkbox"/> Dublin | <input type="checkbox"/> Isle of Man | <input type="checkbox"/> Malta |
| <input type="checkbox"/> British Virgin Islands | <input type="checkbox"/> Gibraltar | <input type="checkbox"/> Jersey | <input type="checkbox"/> Seychelles |

If you are unable to attend any of the exam centres listed above and would like information about arranging a special centre, or if you have a disability and/or special needs and require assistance, please contact Student Support by email at studentsupport@icsa.org.uk

Sharing information

Do you give permission for us to provide your employer with the results of your examination? Yes No

Do you give permission for us to provide your tuition provider with the results of your examination? Yes No

Fee payment

I enclose a cheque/bank draft for the sum of: £ _____ (please make cheque/bank draft payable to ICSA)

I enclose a completed credit card payment form. This form is available from www.icsa.org.uk.

How are your student fees being paid? (please tick the appropriate box)

- Self-funded
 Employer-funded

Please note that your registration and exam entry cannot be processed until ICSA has received full payment of the relevant fees. Fee information is available from www.icsa.org.uk.

Declaration

In accordance with the rules for students upgrading their qualification to a larger qualification, I acknowledge that when I complete the new qualification I will need to return my existing certificate before a new certificate can be issued by ICSA.

I certify that the information given above is, to the best of my knowledge, accurate in all aspects. I have read and accept the *ICSA Student Rules and Regulations*.

Signature: _____

Date: _____

Student Support
ICSA
Saffron House
6–10 Kirby Street
London EC1N 8TS

Phone: +44 (0)20 7580 4741
Email: studentsupport@icsa.org.uk

1 Returning your completed qualification top-up form

Completed application forms should be returned to our Student Support team (contact details above).

2 What happens next?

You will normally receive confirmation of your registration within ten days. If you do not receive confirmation within 14 days, please contact Student Support (contact details above).

3 Checklist

Before sending us your form, have you...

- Ticked the **correct box** for your chosen qualification?
- Completed **all sections** of this **registration form**?
- Chosen** the date for your **next exam(s)**?
- Signed** the declaration?
- Attached the **correct payment** for your qualification?