

Re-Enrolment 2011

Please complete form in block letters. Payment **must** accompany enrolment form.

Personal Details

Your Master ID (if you do not know your Master ID please find it at www.theinstitute.com.au/learnmore)

Title

Mr Mrs Ms Miss

Given Name

Middle Name

Family Name

Date of Birth

Business Phone

Email

Business Name

Business Street Address

Unit No./ Street No./ Street Name

Suburb/ Town

Country

State

Postcode

Payment

My fee is included with this form and will be paid by

Employer Self Other

Examination Venue Arrangement

All award course examinations are conducted online.

All students have the option of choosing to sit their examination at their place of work. Exams completed at a workplace can be completed at any time throughout the exam day that is convenient for both the student and supervisor. To select this option, please tick "Own Supervisor" and complete page 2.

- Brisbane Melbourne Sydney
 Auckland Hong Kong Port Moresby
 Own Supervisor (Please complete page 2)

Chinese Language Option

Fill in this section only if you would like a Chinese language option for one of the specified General Insurance modules. Study Materials are written in both Chinese and English. More information about the Qualification can be found by visiting www.theinstitute.com.au.

Select to be assessed in Chinese or English by ticking one of the following:

- Chinese language exam and assignment - to be submitted in Chinese
 Chinese language exam and assignment - to be submitted in English

Informal Student Study Groups

- I wish to participate in an informal student study group and give the Institute permission to release my contact details to those students who will also participate in that study group.

Study Materials

Only access to electronic copies of the materials will be provided upon enrolment. Students can use their existing printed materials, but should check the website for latest versions of both the study materials and assignment (if the assignment is needing to be resubmitted – refer to Re-enrolment Fees section of this form)

* A discounted membership fee is available for individuals residing in countries which have been categorised as "low income" or "lower middle income" countries by the World Bank Country Income Classification List (as of July 2010). For the full list of countries, please visit www.theinstitute.com.au

Re-Enrolment Fees

Students who achieved a pass mark on their assignment or exam in a previous study period from the original enrolment (within the last 6 months) can carry across their successful assessment mark once only and need only resubmit their unsuccessful assessment.

Students who were unsuccessful in both assessments (assignment and exam) will need to resubmit both assessment items.

Assessments to be resubmitted:

- Assignment A\$290/ NZ\$340/Emerging Markets* A\$205
 Exam A\$290/ NZ\$340/Emerging Markets* A\$205

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Module Enrolments

Module Name

Module Code (eg. FSI403)

Study Period (eg. SAP1, SBP2. Choose from pg3)

A \$

NZ \$

Examination Session: (please select one)

Please note: For Institute exam venues, places for each session are limited. Priority will be given to those who enrol early. Exact exam times will be confirmed closer to the exam date.

- Session One Session Two Session Three Session Four
8:30am–10:30am 11:00am–1:00pm 1:30pm–3:30pm 4:00pm–6:00pm

Payment Details (Enrolments will not be processed without payment details)

Please debit my Credit Card (please tick)

- Amex Mastercard Visa

Card Number

Name on Credit Card

Expiry Date

Signature of Cardholder

A \$

NZ \$

***New Zealand residents pay in New Zealand dollars only.**

My enrolment fee will be paid by (please tick):

OR Cheque / Bankdraft Enclosed

OR Bank Transfer (Date of transfer)

Cheques to be made payable to Australian and New Zealand Institute of Insurance and Finance. Bank transfers often incur bank fees. Please ensure these fees are accounted for in your transfer.

Privacy Statement

The Institute stores your personal information for the purposes of providing education and membership services, improving and promoting its products and services, and meeting education regulatory reporting and compliance requirements. To review the Institute's full privacy policy go to www.theinstitute.com.au/privacy.

Many employers support their staff in their studies and are keen to know their progress. The Institute on occasions is asked to supply student results to employers. Please indicate if you do not wish to have your results released to your employer for this enrolment by emailing customerservice@theinstitute.com.au, quoting your Master ID, the name of the module and advising that you do not agree to the Institute releasing your results to your employer.

For Loss Adjusting Students Only

The Institute has been asked to forward contact details for Loss Adjusting students to the Australasian Institute of Chartered Loss Adjusters (AICLA). If you do not agree to your contact details being released to AICLA, please email customerservice@theinstitute.com.au quoting your Master ID and request your information not be released.

Declaration

I declare that to the best of my knowledge the information supplied in this enrolment is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my enrolment may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of the Institute. I agree to abide by the Statutes, Rules and Regulations of the Institute.

Signature

Date

Please return this completed enrolment form with correct enrolment fee to the Australian and New Zealand Institute of Insurance and Finance.

Mail to: Level 8, 600 Bourke Street Melbourne VIC 3000 Australia
Fax to: (+61 3) 9642 4166

This acts as a tax invoice upon payment of the fee.
ABN 56 004 320 076

Supervisor Declaration

Only fill in this page if your place of work is more than 70km from an Institute examination venue (on page 1)
The supervisor is required to fill in **all** sections on this page

A suitable supervisor is an independant and trusted person such as

1. Human Resources or Training Manager
2. A current qualified member of the Australian and New Zealand Institute of Insurance and Finance
3. A teacher or person working in the education field
4. A workplace manager to whom you do not directly report.

Your supervisor cannot be a current student of the Institute or a member of your family or a friend and the Institute must approve your nominated supervisor.

Student Details

Full name or Master ID of the student/s you are supervising

Your Details

Your Master ID (if you do not have a Master ID please create one at www.theinstitute.com.au/apply)

Given Name

Middle Name

Family Name

Date of Birth

Business Phone

Home Phone or Mobile

Email

Position/Title

Business Street Address (Please complete if changed since last supervision)

Venue or Company Name

Unit No./ Street No./ Street Name

Suburb/ Town

Country

State

Postcode

Examination Venue Details (if different from above)

Venue or Company Name

Unit No./ Street No./ Street Name

Suburb/ Town

Country

State

Postcode

Privacy Statement

The Australian and New Zealand Institute of Insurance and Finance (the Institute) collects and stores your personal information for the purposes of providing membership services, providing education and training programs, improving and promoting products and services, meeting education regulatory reporting and compliance requirements, and promoting your membership status in various ways. If the Institute does not collect your information, it may not be able to carry out these purposes properly. For full details of the Institute's Privacy Policy, refer to our website at www.theinstitute.com.au/privacy

Compulsory Declaration

I agree to act as an Examination Supervisor. I confirm that I have read and understood the examination supervision guidelines and that I accept the responsibilities described therein my capacity as an examination supervisor. I confirm that I have arranged for an appropriate venue for the examination(s) to take place. I confirm that the information provided by me in this form is, in all respects correct and completed to the best of my knowledge and belief that I am not related to, do not reside with nor work directly with examination candidate. I understand that an Institute representative can attend any examination sitting without notice.

Signature

Date

Please return this completed supervisor declaration with page 1 to the Australian and New Zealand Institute of Insurance and Finance.

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Fax to: (+61 3) 9642 4166

