



2009/10 Existing Students Enrolment and Retake Application Form

International Diploma in Risk Management

Instructions on completing this application form

Please read the following instructions before completing and returning the application form.

Who should complete this form?

This form must be completed by all existing Diploma students who are either enrolling for new modules or retaking examinations in summer 2010.

Retake and enrolment deadlines

All forms and payment must be received by IRM by 14 December 2009 to ensure you are registered for the summer 2010 examinations.

Diploma exam entry

| Level one | Level two | |
|---------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------|
| IND001 – Principles of Risk | IND006 – Occupational Safety and Health (UAVAILABLE AS STAND ALONE) | IND012 – Project Risk Management |
| IND002 – Risk and Organisations | IND007 – Legal and Contract Risk (UAVAILABLE AS STAND ALONE) | IND013 – Environmental Risk |
| IND003 – Risk Decisions | IND008 – Public Sector | IND014 - Governance (UAVAILABLE AS STAND ALONE) |
| IND004 – Risk Leadership | IND010 – Business Continuity & Crisis Mgmt | IND0015 – Architecture, Engineering and Construction |
| IND005 – Risk Solutions | IND011 – Information Risk | |

Students who do not indicate their preferred exam centre will automatically be allocated the centre nearest to their provided postal correspondence address. Please note a fee is charged to change an examination centre.

Fees and payment methods

All fees must be received by the closing date of registration 14 December 2009, including any invoices requested. Application forms will NOT be processed nor will access to the learning materials be provided until all fees are received. If your employer is paying the fees, it is your responsibility to ensure payment is received promptly.

Candidate Name _____

Section A – Diploma enrolment and exam entry

Please provide the module codes in the boxes below for the exams you wish to take. The codes can be found on the front of this form or on the IRM website. Remember modules must be taken in sequential order.

| | | | | | |
|---------------------------------|--|--|--|--|--|
| LEVEL 1 Core Modules | | | | | |
| LEVEL 2 Specialisms | | | | | |

LEVEL 3 Practical Assignment – This section can only be entered, once levels 1 and 2 have successfully been completed and confirmation of results provided. A separate proposal application form is required to be completed and can be downloaded from IRM's website here:

<http://www.theirm.org/Qualifications/dipStructure.html>

EXAMINATION CENTRE All details of examination centres can be found on IRM's website here

<http://www.theirm.org/Qualifications/overviewExams.html>

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I WISH TO SIT MY JUNE 2010 EXAMINATIONS AT THE FOLLOWING CENTRE.</p> <p>First choice</p> <p>Second choice</p> <hr/> <p>I WISH TO APPLY FOR AN ICSA SPECIAL CENTRE & ATTACH THE SPECIAL CENTRE APPLICATION FORM.</p> <p>Note: Students who indicate they require a special centre will not be entered for the examinations until the special centre form is received. The deadline is 16/4/2010</p> <p>Proposed centre and country</p> |
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Section B – Fees

IMPORTANT INFORMATION

If you are not clear on which fees to pay, please contact the IRM office before submitting your form, to avoid any delays in your form being processed.

Section B – Fees *(continued)*

| ENROLMENT FEES | STANDARD RATE | LOW GDP RATE | PARTNERSHIP RATE |
|---------------------------------|-------------------------|-------------------------|-------------------------|
| | 1 October – 14 December | 1 October – 14 December | 1 October – 14 December |
| Module fee | £257 | £218.45 | £231.30 |
| Online resources fee | £103 | £103 | £103 |
| RETAKE FEES | | | |
| First retake module fee | £125 | £125 | £125 |
| Subsequent retake module fee | £35 | £35 | £35 |
| Online resources fee per module | £30 | £30 | £30 |

Please enter the fees and quantities in the table below.

| FEES PAYABLE | QUANTITY | AMOUNT | TOTAL |
|------------------------------------------------------------|----------|--------|-------|
| ENROLMENT FEES | | | |
| Module fee | | | |
| Online resources fee per module | | | |
| *RETAKE FEES (Excludes Project Risk Management) | | | |
| First retake fee | 1 | | |
| Subsequent retake fee | | | |
| Online resources fee per module | | | |
| SUBSCRIPTION FEE | 1 | £116 | |
| SUBSCRIPTION FEE (LOW GDP) | 1 | £99 | |
| TOTAL PAYABLE | | | |

Section C – Payment methods

Cheques Please make your cheque payable to Institute of Risk Management and attach it to your application form. Ensure your name and any reference or invoice numbers are written on the back of the cheque.

BACS Transfer Please submit the payment with your full name, membership number and full company name.

Invoice – If you require an invoice, please delete yes / no as appropriate and provide a purchase order number if required:

Credit Card The Institute only accepts VISA or MASTERCARD

Please enter your card details below

| | | |
|-------------------------------|-----------------------|---------------------------|
| CARD NUMBER | | |
| EXPIRY DATE | 3 DIGIT SECURITY CODE | DEBIT MY ACCOUNT FOR £ |
| SIGNATURE | | |
| CARDHOLDER'S NAME AND ADDRESS | | |
| NAME | | |
| COMPANY | | |
| ADDRESS | | |
| POSTCODE | COUNTRY | |

Please return completed application forms to: 2009/10 Diploma enrolment, The Institute of Risk Management, 6 Lloyd's Avenue, London, EC3N 3AX, UK