



Leading the risk profession

Special Centre Application Form

For office use only

Date received:	Ackn. date:	EDU:	Membership number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE REFER TO THE SPECIAL CENTRE GUIDANCE NOTES ON THE REVERSE OF THIS FORM BEFORE COMPLETING YOUR APPLICATION

1 Section 1 – Candidate and centre details

<input type="text"/> Family name: <input type="text"/> First names: <input type="text"/> Membership number <input type="text"/> Email: <input type="text"/> Mobile: <input type="text"/> Telephone: <input type="text"/> Fax:	<input type="text"/> Examination session and date: <input type="text"/> Examination paper/module(s) <input type="text"/> Proposed special examination centre: <input type="text"/> Address of special centre:
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2 Section 2 – Fees payable and payment method

A fee of £50 must accompany this application form

Please select (a), (b), (c) or (d)

(a) Bank transfer

Bank transfer - Please ensure that your name is quoted as a reference

IRM Bank transfer details

Bank name: Lloyds TSB	Sort code: 30-93-23
Account number: 00748112	Account holder's name: Institute of Risk Management
Branch: Fenchurch Street Branch	IBAN no: GB46LOYD30932300748112
Swift code: LOYDGB21009	

(b) Cheque

Cheque attached Cheque to follow

Continued overleaf

(c) Credit card

Payment by credit card

Please debit my Visa/Mastercard* for:

£

Name of cardholder:

Card number:

Valid from:

Expires:

*Delete card which does not apply

Please note that we will need to contact you by telephone to obtain your three digit security number. Please provide a contact telephone number.

(d) Invoice

Please tick (✓) if you require an invoice to be sent to your employer. A copy will also be sent to you for your records.

Purchase Order Number

3 Section 3 – Declaration

I have read and understood the Institute's policy on special centres. I also understand that I must pay the special centre direct for any additional fees and charges that they may make in connection with my examinations.

Signed _____ Date _____

4 Section 4 – To be completed by the presiding officer of the special exam centre

Family name:

Email:

First names:

Telephone:

Organisation name:

Fax:

Position:

Declaration

On behalf of the above organisation, I agree to arrange invigilation facilities for the above named student in connection with his/her examinations in accordance with IRM's regulations. I further understand that IRM is not liable for any fees or charges for the services of my organisation and that the settlement of any such fees or charges made in connections with these examinations is the responsibility of the student.

Signed _____ Date _____

Please return this form to Member and Student Services, The Institute of Risk Management, 6 Lloyd's Avenue, London, EC3N 3AX, UK or email to studentqueries@their.org

GUIDANCE ON APPLYING FOR A SPECIAL EXAMINATION CENTRE

If you are an overseas candidate in an area other than those listed on the IRM's website, you may make an application to IRM to arrange a special examination centre. Applications must be made on this form and submitted to IRM by 28 February for the June examinations and by 31 July for the November examinations. Applications received after the specified deadline will not be considered.

SELECTING A SPECIAL CENTRE

It is essential that the facilities and invigilation services offered by a special centre are of the same standard as that offered by IRM's regular examination centres. You must therefore utilise the services of the British Council wherever possible. A local school, college, university, or other organisation will only be considered if it is not possible to use British Council facilities.

SUBMITTING AN APPLICATION

Before submitting your application form, you must first contact the proposed special centre to confirm their availability and willingness to act as an examination centre.

It is your responsibility to ensure that Section 2 of the application form is completed and signed by the Presiding Officer of the proposed special centre.

FEES AND OTHER CHARGES

A special centre fee of £50 is payable to IRM and must accompany the completed application form. The fee can be paid by cheque, BACS transfer or credit card. In addition, all charges made by the special centre in connection with the examinations are your responsibility and you must pay these directly to the special centre.

APPROVAL

On receipt of a completed application form, IRM will undertake security checks with the proposed special centre to ensure that the venue is suitable and that candidates will sit their examinations under strict examination conditions. If we decide that the proposed special centre is unacceptable we will contact you and ask you to seek an alternative centre. We will also contact you to let you know that if your application has been approved.

The Institute reserves the right not to approve a special centre request.

EXAMINATION WITHDRAWAL AND NON ATTENDANCE

If you withdraw from or fail to attend an examination at an approved special centre you may be liable to the special centre for any costs incurred. Your special centre fee to IRM is non-refundable.