



2008/09 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 Diploma students who are either enrolling for or retaking examinations in summer 2009.

Retake and enrolment deadlines

All forms and payment must be received by IRM by 14 December 2008 to ensure you are registered for the summer 2009 examinations.

Diploma exam entry

Level one	Level two	
IND001 – Principles of Risk	IND006 – Occupational Safety and Health	IND012 – Project Risk Management
IND002 – Risk and Organisations	IND007 – Legal and Contract Risk	IND013 – Environmental Risk
IND003 – Risk Decisions	IND008 – Public Sector Risk Management	IND014 - Governance
IND004 – Risk Leadership	IND010 – Business Continuity & Crisis Mgt	
IND005 – Risk Solutions	IND011 – Information Systems	

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 2008, 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. All fees must be received by IRM by the closing date of registration 14 December.

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 at 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 application form is required to be completed and can be downloaded from the IRM website.

EXAMINATION CENTRE All details of examination centres can be found on IRM's website www.theirm.org

I WISH TO SIT MY JUNE 2009 EXAMINATIONS AT THE FOLLOWING CENTRE
First choice
Second choice
I WISH TO APPLY FOR AN ICSA SPECIAL CENTRE & ATTACH THE SPECIAL CENTRE APPLICATION FORM.
Proposed centre and country

Section B – Fees

IMPORTANT INFORMATION

Students who failed modules on the old Diploma (*these are students who registered for the Diploma prior to October 2007*) are entitled to pay the module retake fee rate. They must however pay the full price for the online resources fee per module.

The retake rate for the online resources fee is ONLY for those that failed and are retaking modules on the new Diploma.

If you are not clear on which fees to pay, please contact the IRM office before submitting your form, to ensure there is no delay 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	£231
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	£25	£25	£25

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			
First retake fee	1		
Subsequent retake fee			
Online resources fee per module			
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.

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: 2008/09 Diploma enrolment, The Institute of Risk Management, 6 Lloyd's Avenue, London, EC3N 3AX, UK