



IIA Learning
Continuing Registration

IIA Diploma in Internal Audit Practice

This form is only applicable to students who have previously registered with IIA Learning and who are currently student members of the Institute. If you are a new prospective student, please contact IIA Student Support (020 7819 1907 / studentsupport@iia.org.uk).

1 PERSONAL DETAILS	Member Number	Surname
	First name	Title
	Email address	Telephone number

2 MODULES AND SUPPORT	December '10 – June '11 study session	Tuition	Student workshop	Revision workshop
P1 The Internal Audit Environment		<input type="checkbox"/>	<input type="checkbox"/> 24 January London	<input type="checkbox"/> 3 & 4 May London
				<input type="checkbox"/> 26 & 27 April Manchester
P2 Financial Risks and Controls		<input type="checkbox"/>	<input type="checkbox"/> 27 January London	<input type="checkbox"/> 18 & 19 April London
				<input type="checkbox"/> 12 & 13 May Manchester
P3 Internal Audit Practice		<input type="checkbox"/>	<input type="checkbox"/> 26 January London	<input type="checkbox"/> 28 & 29 April London
				<input type="checkbox"/> 18 & 19 April Manchester
P4 Information Systems Auditing		<input type="checkbox"/>	<input type="checkbox"/> 25 January London	<input type="checkbox"/> 14 & 15 April London
				<input type="checkbox"/> 10 & 11 May Manchester
P5 Corporate Governance and Risk Management		<input type="checkbox"/>	<input type="checkbox"/> 28 January London	<input type="checkbox"/> 9 & 10 May London
				<input type="checkbox"/> 20 & 21 April Manchester

The Institute of Internal Auditors – UK and Ireland

3 FEES

Tuition only	£615 <i>£722.63 incl VAT</i>
Tuition & Revision workshop	£1095 <i>£1286.63 incl VAT</i>
Tuition & Student workshop & Revision workshop	£1295 <i>£1521.63 incl VAT</i>

The fee covers:

- ▲ Learning materials and access to the Virtual Learning Environment
- ▲ Lunch at all workshops
- ▲ Tutor support

The fee does not cover:

- ▲ IIA student membership, exemptions and examination entry fees
- ▲ The cost of contacting your tutor
- ▲ Accommodation for the workshops
- ▲ Travel to and from events

▲ Stand alone one day student workshops are available at £268
 ▲ Stand alone two day revision workshops are available at £480

4 PAYMENT DETAILS

4 Total fee for the modules indicated above

£ _____

Please indicate payment method

I enclose a cheque payable to IIA – UK and Ireland
 Please debit my credit card

Card type Visa Mastercard
 Maestro Delta Amex

Card number

Security code

Expiry date (mm/yy) /

Issue number _____

Name of card holder _____

Signature _____ Date _____

My employer has agreed to pay my IIA Learning fees. Please invoice them:

Head of Internal Audit _____

Signature _____ Date _____

Organisation _____

Invoice Address _____

Purchase order number _____

5 DELIVERY ADDRESS

5 Please provide a delivery address for your leaning materials. The materials will be couriered to you, and a signature is required on delivery.

Please sign this form in the space provided below and return it to IIA Learning to finalise your registration.

Fax: 020 7978 2492
 Post: IIA Learning
 13 Abbeville Mews, 88 Clapham Park Road
 London SW4 7BX

Please don't hesitate to contact us at learning@iia.org.uk / 020 7819 1939 should you have any questions.

Signature _____ Date _____

The Institute of Internal Auditors – UK and Ireland

IIA Learning Study programmes terms and conditions

General

All applications for study programmes must be made in writing using the appropriate form, and sent by fax, e-mail or post. For security reasons, we do not recommend that you send your credit card details by e-mail, but use fax or phone instead. Applications can be faxed to IIA Learning on 020 7978 2492, email to learning@iia.org.uk or post to IIA Learning, 13 Abbeville Mews, 88 Clapham Park Road, London, SW4 7BX. Email confirmation will be sent within 5 working days of IIA Learning receiving your application.

Payment

Payment for study programme can be either by cheque (payable to the IIA – UK and Ireland) or credit card. Employers sponsored students will receive an invoice payable in 30 days and such students must ensure that a purchase order number is quoted on the application form. The sponsoring employer must agree to the Terms & Conditions and by submitting the order form the employer agrees to be held responsible for payment. Orders will not be processed if the order form is not completed fully. The employer will be invoiced for the outstanding payment in Pound Sterling, and payment must be received by IIA Learning in Pound Sterling within 30 days. If payment is not received within 30 days, IIA Learning reserves the right to charge interest on the outstanding balance at the UK clearing bank base lending rate, to accrue daily.

Cancellations

The IIA reserves the right to alter published programmes, tutors, facilitators, fees or venues without prior notice. In such cases its liability will be restricted to a refund of any course fee paid.

Enrolment details

For the IIA Diploma we will email confirmation of your registration on the tuition programme two weeks before the start of the study session. For the Advanced Diploma we will email your tutor details approximately two weeks from receipt of your application form. Joining instructions for events including venue details will be issued approximately 2-3 weeks prior to the workshop.

Information for employers

Employers sponsoring students may request information on your enrolment, assignment results and progress, take-up of mock exam and attendance at induction days, mid-session workshops and revision workshops with agreement of the student.

Study materials

Orders will be processed on receipt. Study materials will be delivered between 9:00 and 17:00 during weekdays only. It is therefore imperative that IIA Learning is provided with an address where someone will be available to sign for receipt of the study materials. Once the order has been processed, delivery will be within 10 working days (subject to the availability of the required study material). If you have not received your study material within 15 days, or if you have any queries regarding the ordering process, please contact the IIA Learning on 02078191939 or email learning@iia.co.uk. All deliveries should be signed for. Please be aware that your name, telephone number and delivery details (but no other details) will be forwarded to an external dispatch contractor who will use this information to deliver your material. Delivery times mentioned in any quotation, order or telephone conversation are approximate only and IIA Learning shall not be held liable for any delay in delivery howsoever caused.

Cancellations and withdrawals from study programme

The Institute recognises that a change of circumstances can be unavoidable and may necessitate students withdrawing from their course of study. Should you wish to withdraw from your course of study you will need to notify the Institute in writing. For the Diploma qualification a percentage of the tuition fee will be refundable, depending on the date of notification.

June – November study session

Deadline	% refundable
Up to 31 May	85%
1 – 30 June	60%
1 – 31 July	20%
From 1 August	Withdrawals not possible

December – June study session

Deadline	% refundable
Up to 30 November	85%
1 – 31 December	60%
1 – 31 January	20%
From 1 February	Withdrawals not possible

Studies cannot be deferred – students wanting to defer their registration will be required to either withdraw or cancel. The deadlines refer to the date of receipt of your letter of notification in the Institute's office in Clapham Common, London. So, please allow sufficient time for postal delays.

Students wanting to withdraw from the Advanced Diploma qualifications should notify IIA Learning in writing within 10 days of registering, and return all material. Materials must be unopened and all opened materials will be charged. Withdrawing within the 10 day window period will result in a full refund less an administration charge of 20%. Studies cannot be deferred.

Liability

The IIA does not accept responsibility for anyone acting as a result of information or views expressed on its study programmes and workshops. Delegates should take specific advice when dealing with specific situations. Opinions expressed are those of individual speakers and not necessarily those of the IIA. These terms and conditions can change without prior notification and students should see www.iia.org.uk/learning for the latest version.

Data Protection

The Institute of Internal Auditors - UK and Ireland Ltd (IIA) will use your information together with other information for administration, marketing, verifying information you provide and profiling your preferences, providing advice, processing your orders and requests, and informing you of member benefits and services, as appropriate. We may keep your information for a reasonable period and may disclose it to our service providers for these purposes. From time to time we may contact you by mail or telephone to let you know about special offers or promotions which might be of interest to you.

Please tick this box if you do not wish to receive information on special offers or promotions from us

The Data Protection Act can require organisations to send a data protection notice to anyone whose details are supplied by someone else, such as when you give us alternative contact details, e.g. secretaries or training officers. On the basis that such individuals are likely to know that we have their details because of their relationship to you, and in order to avoid writing to them, we expect you to be responsible for ensuring that they know we have their details for these purposes and that they are given any information needed about our privacy practice.

www.iia.org.uk/learning

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tel 020 7819 1939 fax 020 7978 2492 email learning@iia.org.uk