Exam entry form - Diploma in Corporate Finance

REGISTRATION FEE:

The registration fee is a single payment for every candidate taking an exam. Once the fee is paid in respect of a named candidate there is no repeat of this fee required, no matter how many times a candidate takes CISI exams, including other CISI qualifications.

The Registration Fee includes CISI student membership and membership of the ICAEW corporate finance faculty which is provided for a full 12 months from exam booking date (Note 1).

INSTRUCTIONS:

Please tick the items required in the boxes provided. Please fill out your personal details below. Payment can be made by payment card or by firm account.

	Exam Entry	International Exam Entry	Exam Resit	1st Choice Exam Date (Note 3 + 5)	Exam Centre (Note 5)
Registration fee	☐ £60	☐ £35			
Paper 1. Corporate Finance Techniques and Theory	☐ £383*	☐ £383*	☐ £383	..... / ..... / ..... AM/PM	
Paper 2. Corporate Finance Strategy and Advice	☐ £454*	☐ £454*	☐ £454	..... / ..... / ..... AM/PM	

UK late entry charge of £50 per subject if applying after standard closing date. UK late entry charge of full UK exam fee if applying after the late closing date.

** No workbook included*

Eligibility*

Candidates sitting these exams must have one of the following:

1. CISI Level 3 Corporate Finance Certificate ☐
2. ICAEW membership ☐
3. ICAEW Diploma in Corporate Finance ☐
4. SFA Corporate Finance Representative examination ☐
5. Previous CISI Corporate Finance Diploma unit (if regulatory paper held) ☐

please provide your ICAEW membership no. ☐☐☐☐☐☐☐

* Further information is available at **cisi.org/dipcf** and **www.icaew.com/cf**

PERSONAL DETAILS: Please print in capitals

eg. Mr/Mrs/Miss/Ms

Surname: (Note 2) Title:

Forename(s):

Home address:

Postcode:

Home telephone: Date of birth: D D / M M / Y Y

Mobile:

CANDIDATE NUMBER: (Note 4)

ASSESSMENT FEES: (Note 6)

Employer-sponsored ☐

or self-sponsored ☐

EMPLOYMENT DETAILS: Please use Company Stamp if possible (Note 7)

Name of firm:

Firm's address:

Postcode:

Position held:

Office telephone:

Email address:

Please indicate with a tick where you would like correspondence to be sent: ☐ Home ☐ Work ☐ Email

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Please photocopy this form to book for more than one candidate. Alternatively visit the CISI website to book online or download a form.

Notes & Payment Details

1. **STUDENT MEMBERSHIP & ICAEW FACULTY MEMBERSHIP:** For details of the benefits of student membership please visit **cisi.org/mgrade**. For details of ICAEW Faculty membership please visit **www.icaew.com/cf.**
2. **CHANGE OF NAME:** If you have changed your name since your last exam please send us a copy of the relevant documentation, eg, marriage certificate, marked for the attention of the Data Integrity Executive. Failure to submit the relevant documentation may result in refusal of entry to an exam or incorrect exam certificate being provided.
3. **TRANSFER AND WITHDRAWAL POLICY:** Before booking your exam place, please read the Transfers, Withdrawals, Resits & Late Entries policy at **cisi.org/exampolicies**
4. **CANDIDATE NUMBER:** If you have previously taken CISI exams please insert your candidate number if known. Otherwise, leave blank.
5. **WRITTEN EXAMS:** Examinations for the Diploma in Corporate Finance will take place in London. Further venues in other areas will be added in subsequent examination sessions as required.
6. **EXAM FEES:** **VAT is not applicable.** If this form is more than 12 months old (see issue date on front, in bottom left hand corner), it is advisable to telephone or consult the website to check that the fees are current. Payment can be made by American Express, Delta, Eurocard, MasterCard, Visa Debit and Visa. Please complete the details below.
7. **CHANGE OF ADDRESS:** Please notify of any address change promptly.
8. **SPECIAL NEEDS:** Candidates with special needs should notify the CISI at the time of booking their exam where possible and no later than 28 days prior to the exam date to allow appropriate arrangements to be made. All requests for extra time must be supported by an original of the medical/educational psychologist's report at the time of lodging this registration.
9. **REGULATIONS:** These can be viewed at **cisi.org/exampolicies**, then select Exam Regulations. You will be sent a link to the exam regulations with your exam entry acknowledgement.

PAYMENT: Please fill out the appropriate information

Account Firms: ☐ Please invoice. Invoice recipient name: ____________________ Job title: ____________________

Payment by cheque: Cheques should be made payable to 'Chartered Institute for Securities & Investment' and crossed 'Account Payee only'. ☐ Cheque attached

Payment by Card: The CISI accepts payment by **American Express, Delta, Eurocard, MasterCard, Visa Debit** and **Visa.** If you want to pay by card, please complete the information requested below. Forms may be faxed or posted. If submitting the original form after having sent it by fax, please tick this box to ensure you are not charged TWICE: ☐

I wish to pay by ***American Express/Delta/Eurocard/MasterCard/Visa Debit/Visa** *Delete as applicable

I authorise you to debit my account with the amount of £____________________ (Please check whether you have included the registration fee if applicable)

Card number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiry date: ☐☐☐☐

Start date: ☐☐☐☐ AMEX issue date: ☐☐☐☐ Visa Debit only issue no: ☐☐ Security code: ☐☐☐☐*

* If you do not wish to send your credit card information via the post, please contact our Customer Support Centre - Telephone +44 20 7645 0777

Cardholder's name: (if different to that on previous page of this form)

Cardholder's address: (if different to that on previous page of this form)

Cardholder's signature: ____________________ Telephone: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

DECLARATION:

I agree to be bound by the CISI exam regulations (Note 9) and the terms and notes specified in this entry form. The Institute reserves the right to publish exam results. Results will be available to the FCA or other regulator. As this qualification is run in conjunction with the ICAEW, I understand that my personal data, including my exam results for the Diploma in Corporate Finance, will be shared between the CISI and the ICAEW for the duration of this qualification.

Candidate's signature: ____________________ Date: ____________________

Unsigned forms and forms signed on behalf of candidates are NOT accepted.

Office use only :	**Cheque No. :**	**Order No. :**	**Fee Payer :**	**Purchase Order No. :**
______	______	______	______	______

Please send both pages of this form to:

Customer Support Centre, Chartered Institute for Securities & Investment, 20 Fenchurch Street, London EC3M 3BY
Telephone: +44 20 7645 0777 Email: **corporatefinance@cisi.org**

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