

# Compliance Training Diploma Programmes Enrolment Form



## Personal Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Sex (M/F): \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Daytime Telephone Number: \_\_\_\_\_  
 Mobile/Evening Telephone Number: \_\_\_\_\_

## Education Details & Professional Memberships

Please provide details of relevant experience, education and professional membership. If English is not your first language, please state evidence of competency in written English. e.g. courses, experience, TOEFL, etc

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Employer Details

Do you want your employer to know that you are taking this course?  
 If answer is NO leave this section blank and proceed to next sections.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Country: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Employer/HR Contact Name: \_\_\_\_\_  
 Employer/HR Email Address: \_\_\_\_\_

## Career Details:

Brief description of current roles & duties:

\_\_\_\_\_  
 \_\_\_\_\_

## How did you find out about this course programme?

- Current/Previous ifs Malta Student       Newspaper Adverts  
 HR/Training Department                       Post / Mailing Letter  
 Email Marketing                                       Other (*please specify below*):

\_\_\_\_\_

## Course Details Please tick the appropriate boxes

Please tick	Specialist Area	Fee (€)	Workshop Date/s	Course Location
<input type="checkbox"/>	<b>ICA International Diploma in Compliance</b>	€ 2,900		ifs Malta (Pieta)
<input type="checkbox"/>	<b>ICA International Diploma in Anti-Money Laundering</b>	€ 2,900		ifs Malta (Pieta)

## Payment Method

Payments can be made by cash or cheque and submitted together with the respective completed enrolment form.

**Please return your completed enrolment form to ifs Malta by post, fax or email on the contact details hereunder:**

The Administrative Secretary,  
 ifs Malta,  
 60, G'Mangia Hill,  
 Pieta PTA1316

Tel: +356 21240335      Fax: +356 21241374      E-mail: [info@ifsmalta.org](mailto:info@ifsmalta.org)

## Terms and Conditions

International Compliance Training Limited (ICT) and ifs Malta reserve the right to cancel a workshop where the occasion necessitates. ICT and ifs Malta accept no liability if, for whatever reason, a workshop does not take place. All programmes must be completed within two years from the course start date. Where the delegate is not sponsored by their employer, ICT and ifs Malta require full payment of course fees with the enrolment form, prior to the sending of the course materials (unless a payment plan has been agreed with ifs Malta). Delegates will not be permitted to attend the workshop-s or receive exam results if payment is outstanding.

## Refunds

If a delegate withdraws from the programme four weeks or more prior to the first workshop/s, the delegate will be refunded the course fee less a charge of € 112 provided the course materials are returned in good condition. If the materials are not returned, or are in a bad condition, the course fee will be refunded less a charge of € 180. If a delegate withdraws after attending the workshop, no refund will be paid. Credits may be used for other products or services and refunds available on request. Unused credits may be used up to a period of 12 months. If a delegate fails to attend the workshop or examination, no refund will be paid. If a delegate withdraws from the programme within four weeks of receiving the course materials, the delegate will be refunded 15% of the course fee. If a delegate withdraws from the programme four weeks after receiving the course materials, no refund will be paid.

## Deferrals

If a delegate defers the programme less than four weeks prior to the start of the programme an administration fee of € 120 will be incurred. If a delegate attends a workshop but wishes to defer the remaining examination, the delegate must pay a fee of € 180 for the workshop attended. The charge also applies to those wishing to repeat a workshop. A delegate is allowed to defer their examination a maximum of three times and must complete the programme within two years of enrolment. Course materials are usually updated on an annual basis. Delegates who defer will have to pay an additional charge to receive the revised materials. Details can be received from ifs Malta Administration Secretary. Subject to acceptance by ifs Malta and ICT, this enrolment form constitutes a legally binding contract. The delegate and employer are jointly and severally liable for payment of all the fees due to ifs Malta and ICT, where applicable.

## Cancellations

ifs Malta and ICT reserve the right to cancel your enrolment if you have not complied with the terms and conditions.

## Data Protection

The information you have provided will be used by ifs Malta and ICT for administrative, membership and educational purposes or as required by law. From time to time ifs Malta and ICT may pass your details to third parties to enable them to send you information about products and services approved and offered by ifs Malta and ICT. If you do not want to receive mailings, please let us know by emailing us at [info@ifsmalta.org](mailto:info@ifsmalta.org)

## Declaration

Please read the terms and conditions carefully before signing the declaration.

**I have read the Terms and Conditions and agree to their content** (enrolment forms cannot be processed if left unticked)

Signature of Delegate: \_\_\_\_\_ Print Name (Capital Letters) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Employer: \_\_\_\_\_ Print Name (Capital Letters) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**IMPORTANT:** If your employer is paying for your course then a signature is required before the booking can be processed and your course material released.

Registration entitles you to become a full registered local member of the Institute of Financial Services – Malta. This membership is free of charge and is valid for a maximum period of 12 months, after which the Committee will evaluate and consider whether to extend such membership for another fixed period or for an indefinite period of time. Renewal of membership is valid for an additional period of twelve months. The local membership is subject to review by the Committee at any time.



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G'Mangia Hill  
Pieta PTA 1316  
Malta

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