



Advanced Certificate and Diploma in Fund Administration

Course Enrolment Form

Date Received: _____ Office usage only

Personal Details

Title: _____ First name: _____
 Middle name: _____ Surname: _____
 Sex (M/F): _____ Date of birth: _____
 Address: _____

 Zip/Postcode: _____
 Email address: _____
 Job title: _____
 Daytime telephone number: _____
 Mobile/Evening telephone number: _____
 Special dietary requirements: _____

Career Details

Job title: _____
 Area of Specialism: _____
 Brief description of current roles & duties: _____

Education Details & Professional Membership

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

Name: _____
 Address: _____

 Country: _____ Zip/Postcode: _____
 Employer contact name: _____
 Employer telephone number: _____
 Employer email address: _____
 Accounts contact: _____
 Accounts email: _____

Course materials to be delivered to:

Home address Employer address

How did you find out about this course?

- HR/Training Department
- Post/Mailing Letter
- Email Marketing
- Advert (please state publication)
- Other (please specify below)

Please state newspaper or other option: _____

Enrolment Please state the date of the workshop and examination you wish to attend in the boxes below

Please tick	Course Selection	Fee	Workshop Date	Examination date
	Advanced Certificate and Diploma in Fund Administration	€2700		

Equal Opportunity & Disability Statement

CLT International and IFS-Malta welcome applications from students with additional support needs as a result of a disability, medical condition or specific language difficulty e.g. dyslexia.

All applications will be considered under the same criteria as other applications. You are encouraged to contact the course administrator at IFS-Malta to discuss any requirements you may have relating to your study or other needs as soon as possible. This is so that we can take all reasonable steps to ensure your needs are met and that the relevant staff are informed of support requirements at the earliest opportunity.

CLT International and IFS-Malta will take all reasonable steps to ensure that applicants who meet the academic criteria will not be excluded from the course that interests them for reasons relating to their disability. However, there may be rare occasions that we would be unable to meet an individual's needs, but this would be discussed in detail and every avenue investigated before a decision was made.

Do you suffer from any disability or illness, which might affect your studies?

Yes No

If yes, please give details: _____

Payment Method

Payments can be made by cash or cheque enclosed with the enrolment form, made payable to IFS-Malta. Payments are to be settled upon registration.

Payment plans can be arranged with delegates who are self funding. For further details please contact the Institute of Financial Services (Malta) prior to enrolment.

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 can not be processed if left unticked)

Signature of delegate _____

Print name: _____

Date: _____

Signature of employer: _____

Print name: _____

Date: _____

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

Terms and Conditions

CLT International and IFS-Malta reserve the right to cancel a workshop, where the occasion necessitates. CLT International 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, CLT International 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 workshops or receive exam results if payment is outstanding.

Refunds

If a delegate withdraws from the programme four weeks or more prior to the first workshops, the delegate will be refunded the course fee less a charge of EUR 120 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 EUR 350.00.

If a delegate withdraws from the programme less than four weeks prior to the start of the first workshop the delegate will be refunded 50% of the course fee.

If a delegate withdraws after attending the first workshop the delegate will be refunded 25% of the course fee.

If a delegate withdraws after attending more than one workshop, no refund will be paid.

If a delegate fails to attend a workshop or examination, no refund will be paid.

Deferrals

If a delegate defers the full programme four weeks or more prior to the first workshop, no additional cost will be incurred.

If a delegate defers the full programme less than four weeks prior to the first workshop an administration fee of EUR 120 will be incurred.

If a delegate attends a workshop but wishes to defer the remaining workshops and examination, the delegate must pay a fee of EUR 120. This charge also applies to those changing workshop group and 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 the 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 the IFS-Malta Administration Secretary.

Subject to acceptance by CLT International and IFS-Malta, 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 CLT International and IFS-Malta, where applicable.

Cancellations

CLT International and IFS-Malta reserve the right to cancel your enrolment if you have not complied with the terms and conditions.

Re - sits

Delegates are permitted one examination re-sit free of charge. After that, the re-sit fee is EUR 120. Delegates may re-attend a workshop for a fee of EUR 350.

Data Protection

The information you have provided will be used by CLT International and IFS-Malta for administrative, membership and educational purposes or as required by law.

From time to time CLT International may pass your details to third parties to enable them to send you information about products and services approved by CLT International.

If you do not want to receive mailings from third parties, please let us know by emailing us at hedgefunds@centlaw.com

Please return your completed enrolment by post, fax or e-mail to:

The Administration Secretary,
Institute of Financial Services (Malta),
60, G'Mangia Hill,
Pieta
Malta

Tel: +356 21240335

Fax: +356 21241374

Email: info@ifsmalta.org