# Re-Enrolment

Please complete form in block letters. Payment must accompany enrolment form.

The institute
AUSTRALIAN AND NEW ZEALAND INSTITUTE OF INSURANCE AND FINANCE

0254_0112_200

## Personal Details

**Your Master ID** (if you do not know your Master ID please find it at www.theinstitute.com.au/learnmore)

Title
☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Given Name

Middle Name

Family Name

Date of Birth
/ / 19 Y Y

Business Phone
( )

Email

Business Name

## Business Street Address

Unit No./ Street No./ Street Name

Suburb/ Town

Country

State

Postcode

## Payment

My fee is included with this form and will be paid by

☐ Employer ☐ Self Other

## Examination Venue Arrangement

All award course examinations are conducted online.

All students have the option of choosing to sit their examination at their place of work. Exams completed at a workplace can be completed an any time throughout the exam day that is convenient for both the student and supervisor. To select this option, please tick "Own Supervisor" and complete page 2.

☐ Brisbane ☐ Melbourne ☐ Sydney
☐ Auckland ☐ Hong Kong ☐ Port Moresby
☐ Own Supervisor (Please complete page 2)

## Chinese Language Option

Fill in this section only if you would like a Chinese language option for one of the specified General Insurance modules. Study Materials are written in both Chinese and English. More information about the Qualification can be found by visiting www.theinstitute.com.au.
Select to be assessed in Chinese or English by ticking one of the following:

☐ Chinese language exam and assignment - to be submitted in Chinese

☐ Chinese language exam and assignment - to be submitted in English

## Informal Student Study Groups

☐ I wish to participate in an informal student study group and give the Institute permission to release my contact details to those students who will also participate in that study group.

## Study Materials

Only access to electronic copies of the materials will be provided upon enrolment. Students can use their existing printed materials, but should check the website for latest versions of both the study materials and assignment (if the assignment is needing to be resubmitted – refer to Re-enrolment Fees section of this form)

* A discounted membership fee is available for individuals residing in countries which have been categorised as "low income" or "lower middle income" countries by the World Bank Country Income Classification List (as of July 2010). For the full list of countries, please visit www.theinstitute.com.au

## Re-Enrolment Fees

Students who achieved a pass mark on their assignment or exam in a previous study period from the original enrolment (within the last 6 months) can carry across their successful assessment mark once only and need only resubmit their unsuccessful assessment.

Students who were unsuccessful in both assessments (assignment and exam) will need to resubmit both assessment items.

Assessments to be resubmitted:

☐ Assignment A$305/ NZ$355/Emerging Markets* A$215

☐ Exam A$305/ NZ$355/Emerging Markets* A$215

*A discounted membership fee is available for individuals residing in countries which have been categorised as "low income" or "lower middle income" countries by the World Bank Country Income Classification List (as of July 2010). For the full list of countries, please visit www.theinstitute.com.au

## Module Enrolments

**Module Name**

**Module Code** (eg. GI403)

**Study Period** (eg. SAP1, SBP2. Choose from pg3)

A $

NZ $

**Examination Session:** (please select one)

**Please note:** For Institute exam venues, places for each session are limited. Priority will be given to those who enrol early. Exact exam times will be confirmed closer to the exam date.

☐ Session One ☐ Session Two ☐ Session Three ☐ Session Four

8:30am–10:30am 11:00am-1:00pm 1:30pm-3:30pm 4:00pm–6:00pm

## Payment Details (Enrolments will not be processed without payment details)

Please debit my Credit Card (please tick)

☐ Amex ☐ Mastercard ☐ Visa

Card Number

Name on Credit Card

Expiry Date
/

Signature of Cardholder

A $

NZ $

***New Zealand residents pay in New Zealand dollars only.**

My enrolment fee will be paid by (please tick):

OR ☐ Cheque / Bankdraft Enclosed

OR ☐ Bank Transfer (Date of transfer) / / 20 Y Y

Cheques to be made payable to Australian and New Zealand Institute of Insurance and Finance. Bank transfers often incur bank fees. Please ensure these fees are accounted for in your transfer.

## Privacy Statement

The Institute stores your personal information for the purposes of providing education and membership services, improving and promoting its products and services, and meeting education regulatory reporting and compliance requirements. To review the Institute's full privacy policy go to www.theinstitute.com.au/privacy.

Many employers support their staff in their studies and are keen to know their progress. The Institute on occasions is asked to supply student results to employers. Please indicate if you do not wish to have your results released to your employer for this enrolment by emailing customerservice@theinstitute.com.au, quoting your Master ID, the name of the module and advising that you do not agree to the Institute releasing your results to your employer.

### For Loss Adjusting Students Only

The Institute has been asked to forward contact details for Loss Adjusting students to the Australasian Institute of Chartered Loss Adjusters (AICLA). If you do not agree to your contact details being released to AICLA, please email customerservice@theinstitute.com.au quoting your Master ID and request your information not be released.

## Declaration

I declare that to the best of my knowledge the information supplied in this enrolment is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my enrolment may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of the Institute. I agree to abide by the Statutes, Rules and Regulations of the Institute.

Signature

Date

Please return this completed enrolment form with correct enrolment fee to the Australian and New Zealand Institute of Insurance and Finance.

Mail to:
Level 8, 600 Bourke Street
Melbourne VIC 3000
Australia

Fax to:
(+61 3) 9642 4166

This acts as a tax invoice upon payment of the fee.
ABN 56 004 320 076

# Supervisor Declaration

Only fill in this page if your place of work is more than 70km from an Institute examination venue (on page 1)
The supervisor is required to fill in **all** sections on this page

The institute
AUSTRALIAN AND NEW ZEALAND INSTITUTE OF INSURANCE AND FINANCE

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**A suitable supervisor is an independant and trusted person such as**

1. Human Resources or Training Manager
2. A current qualified member of the Australian and New Zealand Institute of Insurance and Finance
3. A teacher or person working in the education field
4. A workplace manager to whom you do not directly report.

Your supervisor cannot be a current student of the Institute or a member of your family or a friend and the Institute must approve your nominated supervisor.

**Student Details**

Full name or Master ID of the student/s you are supervising

**Your Details**

**Your Master ID** (if you do not have a Master ID please create one at www.theinstitute.com.au/apply)

Given Name

Middle Name

Family Name

Date of Birth

/ / 1 9 Y Y

Business Phone

( )

Home Phone or Mobile

( )

Email

Position/Title

**Business Street Address** (Please complete if changed since last supervision)

Venue or Company Name

Unit No./ Street No./ Street Name

Suburb/ Town

Country

State

Postcode

**Examination Venue Details** (if different from above)

Venue or Company Name

Unit No./ Street No./ Street Name

Suburb/ Town

Country

State

Postcode

**Privacy Statement**

The Australian and New Zealand Institute of Insurance and Finance (the Institute) collects and stores your personal information for the purposes of providing membership services, providing education and training programs, improving and promoting products and services, meeting education regulatory reporting and compliance requirements, and promoting your membership status in various ways. If the Institute does not collect your information, it may not be able to carry out these purposes properly. For full details of the Institute's Privacy Policy, refer to our website at www.theinstitute.com.au/privacy

**Compulsory Declaration**

I agree to act as an Examination Supervisor. I confirm that I have read and understood the examination supervision guidelines and that I accept the responsibilities described therein my capacity as an examination supervisor. I confirm that I have arranged for an appropriate venue for the examination(s) to take place. I confirm that the information provided by me in this form is, in all respects correct and completed to the best of my knowledge and belief that I am not related to, do not reside with nor work directly with examination candidate. I understand that an Institute representative can attend any examination sitting without notice.

Signature

Date

Please return this completed supervisor declaration with page 1 to the Australian and New Zealand Institute of Insurance and Finance.

Mail to:
Level 8, 600 Bourke Street
Melbourne VIC 3000
Australia

Fax to:
(+61 3) 9642 4166

# 2012 ACADEMIC CALENDAR

JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR

## STREAM A STUDY PERIOD 1

31/01/2012
Study Period Commences

06/03/2012
Enrolment Change Cut-Off

20/03/2012
Assignment Due

12/04/2012
Assignment Results

19/04/2012
Exam

08/05/2012
Results

## STREAM B STUDY PERIOD 1

08/03/2012
Study Period Commences

12/04/2012
Enrolment Change Cut-Off

24/04/2012
Assignment Due

17/05/2012
Assignment Results

24/05/2012
Exam

12/06/2012
Results

## STREAM A STUDY PERIOD 2

10/05/2012
Study Period Commences

26/06/2012
Enrolment Change Cut-Off

10/07/2012
Assignment Due

02/08/2012
Assignment Results

09/08/2012
Exam

28/08/2012
Results

## STREAM B STUDY PERIOD 2

05/07/2012
Study Period Commences

23/08/2012
Enrolment Change Cut-Off

04/09/2012
Assignment Due

04/10/2012
Assignment Results

11/10/2012
Exam

30/10/2012
Results

## STREAM A STUDY PERIOD 3

30/08/2012
Study Period Commences

16/10/2012
Enrolment Change Cut-Off

30/10/2012
Assignment Due

22/11/2012
Assignment Results

29/11/2012
Exam

18/12/2012
Results

## STREAM B STUDY PERIOD 3

08/11/2012
Study Period Commences

15/01/2013
Enrolment Change Cut-Off

22/01/2013
Assignment Due

14/02/2013
Assignment Results

21/02/2013
Exam

13/03/2013
Results

Students must enrol before the *Study Period* commences to ensure access to study materials.

Our Accelerated Courses and Bridging Modules run approximately every two weeks. For more information about enrolling, please visit the Institute's website www.theinstitute.com.au/course_delivery.