

# Tuition Application Form – 2017 Exams

We recommend that you order online at [www.ActEd.co.uk/estore](http://www.ActEd.co.uk/estore).

You will be able to view provisional venues and see an indication of the number of spaces available on each course.

Please use the separate order form to apply for Study Material and Marking.

Title \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_ ActEd Student Number: \_\_\_\_\_

Employer \_\_\_\_\_ Work address (if changed since last order) \_\_\_\_\_

\_\_\_\_\_ Post/ZIP code \_\_\_\_\_

Home address (if changed since last order) \_\_\_\_\_

\_\_\_\_\_ Post/ZIP code \_\_\_\_\_

Telephone (home) \_\_\_\_\_ Telephone (work) \_\_\_\_\_

Telephone (mobile \_\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

We do not advise you to adopt a study strategy that might require you to cease studying partway through a session. If you might need to change your plans in the light of your exam results or gaining exemptions, then we'd recommend that you apply for a late-starting Regular Tutorial or a Block Tutorial, rather than a standard Regular Tutorial. You should also defer purchase of any Online Classroom until after results. This will give you much more flexibility should your plans change.

To purchase an **Online Classroom**, please add the Subject(s) in the box below.

	Availability	Subject(s)
Online Classroom	CT1, CT2, CT3, CT4, CT5, CT6, CT7, CT8, CA1, CA2, ST2, ST5, ST8	

Please indicate which Profession's exams you will be sitting: UK:  India:  Other (please specify): \_\_\_\_\_

The Retaker Rate only applies to students who have previously attended a 2, 3, 4 or 5-day tutorial with ActEd in the relevant subject, or who have previously purchased the Online Classroom in the same subject. In Subject CA2, the retaker rate applies to students booked onto a confirmed CA2 Preparation Day or who have previously attended a CA2 Preparation Day.

If you are eligible for the retaker discount please tick here:

## Face-to-face Tuition including the Live Online Revision Tutorials and Online Regular Tutorials

To book a place on an ActEd course, please give the subject and code of the courses you would like to attend (for a full list of course codes, see the latest *Tuition Bulletin* or visit our website at [www.ActEd.co.uk](http://www.ActEd.co.uk)). Your booking is provisional until the appropriate finalisation date.

Subject	Example	Course 1	Course 2	Course 3	Course 4
1 <sup>st</sup> -choice course	ST3-80				
2 <sup>nd</sup> -choice course	ST3-81				
3 <sup>rd</sup> -choice course	ST3-40				

We will allocate places on a first-come first-served basis. If your first-choice course is full when we process your application, we will allocate you a place on your second-choice course and so on. If all chosen tutorials are full, you will be placed on the waiting list for your first-choice tutorial. We will endeavour to add extra groups at finalisation for students still on a waiting list at that time. If your first-choice course is cancelled at finalisation, we will endeavour to allocate you a place on your second-choice course (taking note of the date of your original application). Revision Days are most suitable for students who have previously attended Regular or Block Tutorials in the relevant subject.

**You do not need to complete the box below unless you wish to request a course in a location not shown on the tuition bulletin.**

**If you would like to request a course in a location not shown on the bulletin, please fill in the appropriate boxes below.** You can still apply for an advertised course at this stage in case we are unable to run an extra tutorial in your preferred location. Please see the current *Tuition Bulletin* for more details.

Regular Tutorial	Block Tutorial	Revision Day	Late-Starting Regular Tutorial
Preparation Day			

...in subject(s): \_\_\_\_\_ ...in any of the following locations:

Belfast	Birmingham	Bristol	Croydon
Dublin	Edinburgh	Glasgow	Leeds
Liverpool	Manchester	Norwich	Reading
Southampton	Stirling	York	Online
Other _____			

**If appropriate, please specify more than one course type or location using "1" for your first choice, "2" for your second choice etc.**

### Further information

Shortly after you apply for a course you will receive an acknowledgement of your **provisional** application if the course has not been finalised. If you do not receive an acknowledgement within four days for each of the courses you have applied for, please contact ActEd immediately to check that we have received your application. A provisional place on a course does not guarantee that the course will run – this will depend on a sufficient level of demand at finalisation. To maximise your chance of getting a place on your chosen course(s), you should apply well before the appropriate finalisation date (see the *Tuition Bulletin* for more details) and state as many preferences as possible.

### IMPORTANT – YOUR ACKNOWLEDGEMENT IS REQUIRED BEFORE YOUR ORDER CAN BE PROCESSED

ActEd's full terms & conditions and Privacy Policy, which include ActEd's policy on cancellation and refunds can be viewed at [www.acted.co.uk/Html/terms\\_conditions.htm](http://www.acted.co.uk/Html/terms_conditions.htm) and a copy will be emailed to you once your order has been checked.

Please tick to accept our terms and conditions and Privacy Policy:

Please acknowledge that if you attend one or more sessions of a tutorial during the statutory 14-day cancellation period and you subsequently cancel within this period, an amount that is in proportion to the length of attendance possible until you requested the cancellation, in comparison with the full length of the course, will be deducted from the reimbursement.

Please tick to confirm:

**Online Classroom applications:** Please consent for us to give you access to your electronic product(s) during the statutory cancellation period of 14 days and also acknowledge that your right to cancel in this 14-day period will be lost if you start using the Online Classroom.

Please tick to confirm:

**Feedback to employers:** Most employers ask us to give feedback on tutorial attendance. Please let us know in writing if we must not provide this data to your employer or if you wish to change a previous request.

**Health & Safety / Equal opportunities:** Please put a cross here \_\_\_ if you have any special needs/disability that may affect you in the event of a building evacuation whilst you are attending a course. Please put a cross here \_\_\_ if you have a learning disability and/or learning difficulty and/or health problem which you would like us to be aware of. Someone from ActEd will contact you to establish what additional support we can provide for you.

### REDUCED RATES

If you are eligible for reduced-rate subscriptions and exam fees with the IFoA due to your annual income (as defined by UK Government rules on taxable income) not being more than thirty times the current relevant subscription rate, currently £7,140, then you are also eligible for reduced rates with ActEd. Please put a cross here \_\_\_ if you are eligible for reduced rates.

Earnings include income from all sources, including pension income and evidence of your reduced rate subscriptions or of your annual income may be requested by ActEd. Please note that providing incorrect information to obtain reduced rates will result in the instigation of disciplinary proceedings by the Institute and Faculty of Actuaries.

**Invoicing and payment:** Unless your company has pre-arranged payment facilities with ActEd, please include debit or credit card details below when you place your order and ensure that you have given your home address on the first page of this form. Invoices are issued, and credit card payments taken, around 20 days after the relevant finalisation date, once a place has been confirmed.

Invoices to be settled by your employer will be addressed to you personally at your office address unless your employer has already authorised the use of its company account for your order. If you would like us to address these invoices differently, please give details below. Please provide your company's requisition number, if applicable, when you place your order. If invoices are not settled within 30 days we may block future orders and/or prevent you from using on-going services (eg marking and tutorials) without offering any refund.

---

---

You may leave the following boxes blank if you do not need your employer's authorisation to order and/or you do not wish to pay by debit or credit card.

For employer's use (if applicable)		
Authorised by:	Date:	
<b>For credit/debit card applications:</b> Amex, Visa, Mastercard, Solo, Maestro		
Please debit my card number:	Issue number (if applicable):	
Cardholder name (CAPITALS):	Start date:	/
Is this a company credit card? Yes / No	Expiry date:	/
	Security code:	
Amount to be debited: £	Signed:	Date: / /

Please email, fax or post this form to:

ActEd, First Floor, McTimoney House, 1 Kimber Road, Abingdon, OX14 1BZ

Fax: +44 (0)1235 550085 Email: [ActEd@bpp.com](mailto:ActEd@bpp.com)