

# Application form **IFA DIRECT.®**



# How to complete and submit your application form

To avoid delays please complete ALL sections of the form.

The information that you provide must be true, correct and up to date.

It is your responsibility to inform us of any changes.

There are two ways to submit your application form and supporting documents:

1. Email to [education@ifa.org.uk](mailto:education@ifa.org.uk)

OR

2. Post to:

Institute of Financial Accountants  
Education Department  
CS111, Clerkenwell Workshops  
27-31 Clerkenwell Close  
Farringdon  
London EC1R 0AT

## Personal details

Reference number if a member or student of the IFA			
Title			
First name			
Middle name			
Last name			
Date of birth (DD/MM/YYYY)			
Address for correspondence	Address		
	Town/City		
	County		
	Country		
	Postcode		
Home telephone number			
Work telephone number			
Mobile telephone number			
Email address			
Job title			
Company			
Nationality			
Which telephone contact details would you prefer us to use?	HOME	WORK	MOBILE

## Study requirements

IFA Direct is administered in partnership with ATHE, a global awarding organisation regulated by Ofqual and its network of recognised centres. Details of the centres can be found on the IFA website – [ifa.org.uk/ifadirect](http://ifa.org.uk/ifadirect)

### Which centre do you want to study at?

Centre	
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## Fees

Unit fees are payable directly to the centre. The centre will provide you with a student contract detailing the units and fees payable. Details of fees can be found on the IFA website – [ifa.org.uk/ifadirect](http://ifa.org.uk/ifadirect)

## Special educational requirements

Please advise of any special educational requirements or disabilities.

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## Applying for membership

The IFA education team will advise you of the units you need to undertake to be eligible to apply for IFA membership or a practising certificate (UK-based members only). In order for us to do this please provide certified copies of your qualification certificates and transcripts.

I have attached certified* copies of my qualification certificates and transcripts (please tick)	
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\*See note on p6.

## Language qualifications (if appropriate)

If English is not your first language you must demonstrate that you have an appropriate standard of English to be able to access relevant resources and complete the unit assignments. This should be at minimum of IELTS 5.5 or equivalent (e.g. PTE, TOEFL, GCSE). Please provide certified copies of your language qualifications.

I have attached certified* copies of my qualification certificates and transcripts (please tick)	
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\*See note on p6.

## Continuing professional development (CPD)

If you are taking units for CPD purposes you do not need to supply qualification certificates and transcripts although you should ensure that you are confident with the expected level of study.

## Digital literacy

Studying, including the assessment, is online and requires a basic level of digital literacy in the following areas:

- using the internet
- using Microsoft Word and Excel
- unzipping documents
- using the centre's online portal

If you are not totally confident that you have the relevant digital knowledge and skills, we strongly recommend that you take the digital literacy test which takes a few minutes ([www.digitalliteracyassessment.org](http://www.digitalliteracyassessment.org)).

We recommend that you undertake the tests provided under:

- Essential computer skills
- Essential software skills

## Permissions and interests

The IFA would like to communicate with you regarding IFA business partner products and services and CPD. The IFA's preferred method of communicating is email and information regarding offerings may not be available via other channels.

I am happy to be contacted by the IFA by the following communication methods	EMAIL	POST	TELEPHONE	TEXT

	YES	NO
I want to be contacted by an IFA branch ambassador about regular meetings and events that count towards my CPD and can help me in my career path		
I want to be contacted by the IFA's business partners		

The IFA Direct education programme is delivered by ATHE and its recognised centres. Your data will be shared with ATHE and the ATHE recognised centre so that the centre can process your registration and issue a learning contract to enable your access to the programme. Please consent to this.

I agree to my data being shared with ATHE/ATHE centre (please tick)	
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## Where did you hear about IFA Direct?

Please tick all that apply.

IFA Business Development team	IFA website	ATHE website	Social media	Word of mouth	Other (please specify)

## Declarations

### Public practice declaration (UK-based applicants only)

IFA Bye-law 7.3 states that:

Students shall not:

- (a) claim to be members of the Institute or use any of the Institute designations;
- (b) be, hold themselves out to be in public practice; or
- (c) be or hold themselves to be, a partner, director or LLP member of a firm engaged in public practice; or hold voting rights in a firm engaged in public practice.

In order to register as an IFA student please complete the following sections

	YES	NO
Are you in public practice?		
If yes, please indicate whether you are:		
Employee		
Partner		
Director		
Do you have voting rights?		
If you are employed, do your clients believe you are a partner or director of the firm?		

Current IFA members undertaking study for CPD purposes should note that in respect of IFA Bye-law 7.3 their membership status remains at its current level for the duration of their studies unless informed otherwise by the IFA.

## Fit and proper declaration

Please complete the fit and proper declaration below. We will be able to advise you of any potential issues that may affect your future application for IFA membership and your ability to apply for an IFA practising certificate (for practice in the UK).

SECTION A – FINANCIAL SOUNDNESS	YES	NO
Have you, in the United Kingdom or elsewhere:		
• Been the subject of any debt or award that remains outstanding or was not satisfied within a reasonable period of time?		
• Been declared bankrupt, subject to bankruptcy procedures, made arrangements with creditors or involved in any proceedings relating to these areas?		
• Been involved as a director, partner or manager of a business that has gone into insolvency, liquidation or administration?		
• Been the subject of debt collection agencies, court action by HMRC, the IFA or third parties?		
If you have answered 'yes' to the above, please provide details below		
SECTION B – CRIMINAL OR CIVIL OFFENCES	YES	NO
Have you, in the United Kingdom or elsewhere:		
• Been subject to a criminal conviction under the Relevant Offences in Schedule 3 to the Money Laundering Regulations 2017 or equivalent legislation as may apply in other jurisdictions which is unspent?		
• Been subject to, pleaded guilty to, or found guilty of, any other offence which is unspent?		
• Been subject to any adverse finding or any settlement in civil proceedings, particularly in relation to any financial business, fraud, misconduct or the formation of companies and trusts?		
If you have answered 'yes' to the above, please provide details below		
SECTION C – GOOD REPUTATION AND CHARACTER	YES	NO
Have you, in the United Kingdom or elsewhere:		
• Been notified of any potential investigation and/or disciplinary proceedings by a professional body, tax authority, regulator, court or tribunal?		
• Been subject to investigation and disciplinary proceedings by a professional body, tax authority, regulator, court or tribunal resulting in a finding?		
• Been subject to a disciplinary proceeding by an employer resulting in a finding against you?		
• Been disqualified from acting as a director, trustee or disqualified from acting in a managerial capacity?		
• Been involved with a company, partnership or other organisation that has been refused registration, authorisation, and membership or licence to carry out any trade, business or profession or had that registration, authorisation, membership or licence revoked, withdrawn or terminated?		



SECTION C – GOOD REPUTATION AND CHARACTER (continued)	YES	NO
• Been refused entry to, or excluded from, membership of any profession or vocation?		
If you have answered 'yes' to the above, please provide details below		
• Are you currently in the process of any investigation or disciplinary procedures as described above?		
If you have answered 'yes' to the above, please provide details below		

### Declaration of applicant

In signing the declaration you are confirming that you have the relevant digital knowledge and skills to ensure that you are able to study effectively on the programme and understand all the areas detailed in the digital literacy section.

This is a formal agreement between you, and the IFA as the professional membership body.

This declaration governs your relationship with the IFA, ATHE and the ATHE recognised centre which may come into force through this registration which you commit to. For the avoidance of any doubt ATHE is not involved directly with the provision of teaching, tutorial or other such services at any ATHE recognised venue or centre – its role as an awarding organisation is to externally quality assure the centre's training delivery, assessment and associated learning resources, and the learner work produced.

When you enrol with an ATHE recognised centre to study for an ATHE qualification or units for IFA Direct your subsequent contract of study is directly with the ATHE centre.

<p>Students will be subject to the IFA's Articles of Association, Bye-laws and regulatory system.</p> <p>You must abide by the IFA Bye-laws and regulations. By signing this you accept the IFA Bye-laws and regulations. IFA Bye-laws and regulations are available to download from the IFA website <a href="http://www.ifa.org.uk">www.ifa.org.uk</a>.</p> <p>I confirm that I have read the IFA Bye-laws and regulations and agree to comply with them.</p> <p>I understand that in becoming a learner, I agree to abide by the terms and conditions of the awarding organisation, ATHE, and its recognised centre.</p>		
<p>You must adhere to the following undertakings. The IFA reserves the right to remove you from being a learner or member of the IFA and potentially begin disciplinary proceedings if you provide false information.</p> <p>I declare that:</p> <ul style="list-style-type: none"> <li>• to the best of my knowledge and belief all of the information given in this application is true and correct;</li> <li>• I understand that I must inform the IFA of any material changes to the information I have provided within 14 working days of the change; and</li> <li>• I understand that the IFA reserves the right to contact me and/or other relevant parties including electronic checks to verify any of the information provided in this application form.</li> </ul>		
PRINT YOUR FULL NAME	SIGNATURE	DATE (DD/MM/YYYY)

## IFA data protection

The IFA takes your privacy seriously. All personal information provided to the IFA on this application form or through any other method of communication is collected and held in accordance with GDPR and UK data protection legislation. We will treat your personal information in accordance with data protection legislation.

We will use your information for administering your learner record and for communicating with you and eligibility for IFA membership, and to provide information to the ATHE training centre.

We will transfer your information outside the European Economic Area (EEA) e.g. IPA Group. These countries may not have similar data protection laws to the EEA, so if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

Copies of the IFA Data Protection Policy and the Privacy and Cookie policies are available to view on the IFA website [www.ifa.org.uk/dataprotection](http://www.ifa.org.uk/dataprotection).

### \*Note

Photocopies of certificates need to be certified.

Take the photocopied document and the original and ask the person to certify the document by:

- writing '*Certified to be a true copy of the original seen by me' on the document*';
- signing and dating it;
- printing their name under the signature; and
- adding their occupation, address, and telephone number.

Your document must be certified by a professional person or someone well-respected in your community ('of good standing'). You could ask the following if they offer this service:

- senior manager in your organisation
- member of the IFA
- bank or building society official
- councillor
- minister of religion
- dentist
- chartered accountant
- solicitor or notary
- teacher or lecturer