



## IFA EXEMPTIONS POLICY

If you already have achieved qualifications you may not need to take all of the exams in the IFA qualification framework. The IFA understands that students undertake prior learning which is equivalent to some IFA papers. The IFA wishes to ensure that students' entry points match the knowledge and skills that they have acquired from previous qualifications they have achieved. This is to ensure that students take the quickest possible route to becoming a member of the IFA and avoid duplication of knowledge and skills.

Certain qualifications have already been assessed for exemption into the IFA qualification framework and can be found at [www.ifa.org.uk/partqualified](http://www.ifa.org.uk/partqualified).

You will need to pay an exemption fee for each unit awarded. Exemption fees detailed in the fees sheet available on the website at [www.ifa.org.uk/studentfees](http://www.ifa.org.uk/studentfees).

Exemptions are an award of merit and the IFA reserves the right to change its exemption or the level of exemption awarded at its discretion

Exemptions are not considered for qualifications achieved more than 10 years ago.

You should apply for exemptions when you first register as a student with the IFA. Please wait until your exemptions are confirmed before committing to any course of study. IFA will not be held liable for any fees incurred where the award of exemptions has not been confirmed in advance.

To apply for exemptions you must send official proof of any qualifications you have achieved together with your enquiry form. Please submit copies of academic transcripts as evidence together with syllabuses of the programme of study.

Please do not send originals of certificates or transcripts with your enquiry as the IFA cannot take responsibility for the return of documents. You can email a scanned copy of your documents to IFA at [education@ifa.org.uk](mailto:education@ifa.org.uk)

When your exemptions have been awarded you will be issued with notification from the IFA. Please pay for your exemption as soon as you have received notification if you wish to take up the exemptions. Exemptions are not active on your record until payment is received. Exemptions are only valid for a period of 12 months from the date of notification. The IFA cannot confirm the award of any unpaid exemptions not taken up during this period.

If you require any further information please contact the education team at [education@ifa.org.uk](mailto:education@ifa.org.uk) or +44 (0)20 7554 0730.

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