

IFA Direct Programme Application Form 2018/2019

Completing and submitting your application form

Complete **ALL** sections of the form using block capitals and black ink for scanning purposes.

The information that you provide must be true, correct and up to date. It is your responsibility to inform us of any changes.

Forms which are incomplete, illegible or where the application fee are missing will not be processed.

There are two ways to submit your application form, supporting documents and course module fee(s):

- 1. Email to 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

1. Personal details

Reference number if previously a member or student of the IFA	
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Title	
First name	
Middle name	
Surname	
Date of birth	
Address for correspondence	
Home telephone number	
Work telephone number	
Mobile telephone number	
Email address	
Job Title	
Company	

Which contact details would you prefer us to use?	HOME	OTHER
	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered other above please provide alternative contact details	
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2. Qualifications

Please provide copies of relevant accountancy and/or tax qualifications, including qualification certificates and transcripts. These will be used to assess the modules you will need to undertake to be eligible to apply for membership of the IFA.

I have attached copies of my transcripts and certificates



3. Timetable of Modules

	Block dates	Registration deadline	Module	Module	Module
Block 1 (now expired)	17th September 2018 - 26th October 2018	30 August 2018	107	201	301
Block 2 (now expired)	5th November 2018 - 14th December 2018	22 October 2018	108	209	302
Block 3	14th January 2019 - 22nd February 2019	20 December 2018	103	203	
Block 4	4th March 2019 - 12th April 2019	18 February 2019	104	208	
Block 5	29th April 2019 - 7th June 2019	15 April 2019	107 + 103	201 + 203	301
Block 6	17 June 2019 - 26th July 2019	3 June 2019	108 + 104	209 + 208	302

Fees

The fee per module is £770

4. In public practice (UK only)

IFA bye-laws state that:

7.5 Students shall not:

- claim to be members of the Institute or use any of the Institute designations
- be, hold themselves out to be in Public Practice; or
- 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 a student with the IFA please respond to the following statements

Question 1	YES	NO
Are you in public practice?		

Question 2	Employee	Partner	Director
If yes, please indicate whether you are:			

Question 3	YES	NO
Do you have voting rights?		

Question 4	YES	NO
If you are employed, do your clients believe you are a partner or director of the firm?		

5. Declaration of applicant

This is a formal agreement between you and the IFA as your professional membership body and you must adhere to the following undertakings. The IFA reserves the right to remove you from being a student or member of the IFA and potentially begin disciplinary proceedings if you provide false information.

Please declare any spent or pending convictions. Students will be subject to the IFA's Articles of Association, bye-laws and regulatory system. By notifying the IFA now on any such matters IFA will be able to advise to advise you on any potential issues that may affect your future application for membership and your ability to practice.

You must follow the IFA's bye-laws and student regulations and abide by the rules laid down for exams and conduct. By signing this you accept the IFA's bye-laws and student regulations.

I confirm that I have read the IFA bye-laws and student regulations and agree to comply with them.

IFA bye-laws and student regulations are available to download from the IFA website www.ifa.org.uk.

I declare that:

- to the best of my knowledge and belief all of the information given in this application is true and correct;
- I understand that I must inform the IFA of any material changes to the information I have provided within 10 working days of the change; and
- I understand that the IFA reserves the right to contact me and/or other relevant parties to verify any of the information provided in this form or appendices.

Print your full name	Signature	Date (DD/MM/YYYY)

6. IFA Data Protection

IFA takes your privacy seriously. All personal information provided to IFA on this form or through any other method of communication is collected and held in accordance with GDPR.

We will treat your personal information in accordance with data protection legislation.

We will use your information for administering your student record and for communicating with you and eligibility for membership.

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.