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| IFOA_logo_ | **Application form for exemptions** |

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| *Please complete this form and return it to:**Exemptions – Education Services Team, The Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford OX1 1JD, UKTel: +44 (0)1865 268207 Email:* *education.services@actuaries.org.uk* |
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| **You should read carefully the notes at the end of this form and ensure that you submit the correct documentation. If you do not provide the correct information we will not be able to process your application.****Please type your details in this form where possible.****You can email your application to us, with scanned copies of your certified certificates.****If you wish to pay by credit/debit card we will send you an email once your exemptions have been approved and you will need to pay the outstanding balance in your members area.****If ANY part of this form is not completed, the application will be returned to you immediately.** |
| **Section 1 – Personal details** |
| **Name (BLOCK CAPITALS)** |  | **ARN** |  |
| **Email** |  | **Telephone** |  |
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| **Section 2 – Exemptions you are applying for** |
| CT Series (CT1, CT2, CT3, CT4, CT5, CT6, CT7 & CT8) [ ] \**See sections 3 and 4 of the notes below for information about CTs 4, 5, 6 & 8* |
| CT1 [ ]  | CT2 [ ]  | CT3 [ ]  | CT4 [ ] \* | CT5 [ ] \* | CT6 [ ] \* | CT7 [ ]  | CT8 [ ] \* |  |
| CT9\* (passed with another actuarial association) [ ]  | \**If you are a student member who joined the IFoA after 1 March 2012, you will need to complete the OPAT before applying for CT9 exemption.* |
| CA1 [ ]  | CA2 (passed with another actuarial association)[ ]  | CA3 [ ]  |
| ST0 [ ]  | ST1 [ ]  | ST2 [ ]  | ST3 [ ]  | ST4 [ ]  | ST5 [ ]  | ST6 [ ]  | ST7 [ ]  | ST8 [ ]  | ST9 [ ]  |
|  |
| **Current fees for exemptions** |
| **CT1-8 subjects** | £170.00 each (£84.00 reduced rate) |  | **CT9 subject** | £170.00 (£84.00 reducedrate) |
| **CA1 subject** | £460.00 (£228.00 reducedrate) |  | **CA2 & CA3** | £350.00 each (£200.00 reducedrate) |
| **ST0 subject** | £265.00 (£116.00 reducedrate) |  | **ST subjects** | £220.00 each (£116.00 reducedrate) |
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| **Declaration to be signed by Applicant** |
| I apply for exemption from the above subject(s) of the examinations and declare that the information supplied with the application is correct to the best of my belief.I declare that I have also enclosed with this application all relevant documentation as required to be submitted. |
| **Signature** |  | **Date** |  |
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| **See next pagefor payment details** |

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| **Checklist of required documentation**See the notes at the end of this form for full details of these requirements, and for additional information |
| I am applying for exemptions on the basis of: |
|  |
| [ ]  | An accredited degree course, and I enclose: |
|  | A certified copy of my official university transcript | [ ]  |
|  |
| [ ]  | An exemption agreement degree course, and I enclose: |
|  | A certified copy of my official university transcript | [ ]  |
|  | A certified copy of my university degree certificate | [ ]  |
|  |
| [ ]  | Another actuarial or numerate course, and I enclose: |
|  | A certified copy of my official full university transcript | [ ]  |
|  | A certified copy of my university degree certificate | [ ]  |
|  | A copy of the Institute and Faculty of Actuaries syllabus for each subject applied for with full notes indicating where this has been covered in my university syllabus.  | [ ]  |
|  | An official copy of my university syllabus. | [ ]  |
|  |
| [ ]  | Exams passed with other actuarial or professional bodies, and I enclose: |
|  | A certified copy of official proof of my qualification  | [ ]  |
|  |
| [ ]  | Alternative qualifications, and I enclose: |
|  | Relevant supporting documents, e.g., certified proof of qualification, a degree transcript or certificate, ensuring that photocopies of documents are certified copies. | [ ]  |
|  | For MSc or PhD: asupporting letter from a Fellow of an International Actuarial Association organisation stating how my dissertation is relevant to actuarial work. | [ ]  |
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| **Certification of documents** |
| My documents have been certified by an appropriate person who has included the following details: |
| [ ]  | Their full name and signature |
| [ ]  | Their Actuarial Reference Number or membership number |
| [ ]  | Their membership status (Associate or Fellow) |
| [ ]  | Their job title and company |
| [ ]  | The date the documentation has been signed. |

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| **Section 3 – Payment details** |
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| *You must ensure that any bank charges are paid at the time of transfer, otherwise we will not receive the full payment. If the correct payment is not received, your application will be delayed until we receive the outstanding balance.* |
| [ ]  | **Bank transfer** | **£** | Please enter the total amount ofBank transfer.A remittance advice must accompany this form as proof of your payment. |
| **Account name** | Institute and Faculty of Actuaries | **IBAN** | GB98NWBK56002008671990 |
| **Account number** | 08671990 | **Bank name** | National Westminster Bank PLC |
| **Sort code** | 56-00-20 | **Bank address** | Holborn Circus BranchPO Box No 204No.1 Hatton GardenLondon, EC19 1DU |
| **SWIFT** | NWBKGB2L |
| **Please enter Bank transfer payment reference. Your reference should include your ARN, and should end with the code JEDEXE** | **Eg: 90123456 – JEDEXE** |
| [ ]  | **Cheque** | **£** | Cheques must be made payable to: Institute and Faculty of Actuaries. **Post dated cheques will not be accepted.** |
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| **If you wish to pay by credit/debit card we will send you an email once your exemptions have been approved and you will need to pay the outstanding balance in your members area.** |
| I include payment for the maximum number of exemptions that I am applying for,and I understand that a refund will be made in respect of any exemptions that are not granted. |



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| **Application for exemption from exams****Important notes** |

**Please read these notes before you complete this application**

To apply for exemptions you must be a current student of the Institute and Faculty of Actuaries.

You must provide your Actuarial Reference Number (ARN). Without this the application will be returned.

If you are currently applying for membership, please wait until this has been confirmed and you have been allocated your ARN before you send in this application form.

You must formally apply for, and pay the fee for, exemptions you are recommended and eligible for. If you do not your exemptions/exam record will be incomplete and you will not appear on any qualification pass lists.

**Documentation that must be included with your application form**

You must include the required documentation listed below with your application for exemptions. The required documentation will vary depending on the qualifications that you are basing your exemptions application on. If you do not provide the correct information we will not be able to process your application.

The Institute and Faculty of Actuaries does not accept responsibility for the loss of original documents so you must provide **certified copies** of all documents as required by your application. If you include any original documents, your exemption application will be returned to you to reapply at a later date with the correct documentation.

The certification must be undertaken by either a **Fellow or an Associate**, who is employed by your company and who is a member of either the Institute and Faculty of Actuaries, or of an IAA recognised actuarial association. If it is not possible for you to find a Fellow or an Associate to undertake certification, please contact the Accreditation and Verification Team at Accreditation&verification@actuaries.org.ukbefore you send in your application form

**Where certification of documents is required please ensure that the following information is provided by the person certifying them on each document page to be certified:**

* Their full name
* Their signature
* Their Actuarial Reference Number or membership number
* Their membership status (Associate or Fellow)
* Their job title and company
* The date the documentation has been signed.
1. **Accredited degree courses**

**If your degree is from a degree course accredited by the Institute and Faculty of Actuaries and your exemptions recommendations have already been confirmed by your university in writing, you should include the following:**

* A certified copy of your official university transcript which should include the marks for all modules taken in each academic year of the degree.

You may include a letter from your university recommending you for exemptions, but this alone without your university documentation will not be sufficient evidence to support your exemption application.

[Details of all the universities that we have agreements with can be found on the website](https://www.actuaries.org.uk/studying/exam-exemptions/how-apply-exemption/university-courses-exemptions). If you are unsure whether your degree is from an accredited course or from one with an exemption agreement please contact your university or the Education Services Team

1. **Exemption agreement degree courses**

**If your degree course has an exemption agreement with the Institute and Faculty of Actuaries (but is not from an accredited university)and your exemptions recommendations have already been confirmed by your university in writing, you should include the following:**

* A certified copy of your official university transcript which should include the marks for all modules taken in each academic year of the degree.
* A certified copy of your university degree certificate which is received after graduating.

You may include a letter from your university recommending you for exemptions, but this alone without your university documentation will not be sufficient evidence to support your exemption application.

[Details of all the universities that we have agreements with can be found on the website](https://www.actuaries.org.uk/studying/exam-exemptions/how-apply-exemption/university-courses-exemptions). If you are unsure whether your degree is from an accredited course or from one with an exemption agreement please contact your university or the Education Services Team

1. **Other actuarial or numerate courses**

**If you have an actuarial or numerate degree that does not have an exemption agreement with the Institute and Faculty of Actuaries, where you have not been recommended for any exemptions, you should include the following:**

**Note**: Exemptions from **Subjects CT4, 5, 6 & 8** are only available from university courses, professional bodies and other actuarial associations that the Institute and Faculty of Actuaries has an agreement with.

* A certified copy of your official full university transcript which should include marks for all modules taken in each academic year of the degree.
* A certified copy of your university degree certificate which is received after graduating.
* A copy of the official syllabus of the Institute and Faculty of Actuaries for each subject applied for with full explanatory hand written notes next to each key objective, indicating where this has been covered in your university syllabus. We can only accept notes on a printout of our official syllabus, which can be downloaded from our website. If your copy of our syllabus has been typed or written by the applicant, the exemption application will be returned.
* An official copy of your university syllabus.
* You may include copies of exam question papers that for the year that you sat the exam, although this is not compulsory in order to apply.

You must include all the documents listed above to show that you have achieved the required standards in those parts of the degree course that cover the key objectives of the Institute and Faculty exams that you are applying for exemption from.

1. **Exams passed with other actuarial or professional bodies**

**If you have passed exams with another actuarial or professional body which has an exemption agreement with the Institute and Faculty of Actuaries, you should include the following:**

**Note**: Exemptions from **Subjects CT4, 5, 6 & 8** are only available from university courses, professional bodies and other actuarial associations that the Institute and Faculty of Actuaries has an agreement with.

* A certified copy of official proof of your qualification (results letter not pass lists). With ASSA, you must include a certified copy of your exam history letter. For IAI, you must send certified copies of each of your exam pass letters.

[Details of these bodies can be found on our website](https://www.actuaries.org.uk/studying/exam-exemptions/members-other-actuarial-associations/exemptions-students-institute-actuaries-australia/unsw-australia)

1. **Alternative qualifications**

**Alternative qualifications may lead to an exemption from ST0. You should include:**

* Relevant supporting documents, e.g., certified proof of qualification, a degree transcript or certificate, ensuring that photocopies of documents are certified copies.
* If applying from an MSc or PhD: a supporting letter from a Fellow of an International Actuarial Association organisation stating how the work done in the dissertation is of relevance to actuarial work.

[Details of these qualifications can be found on our website](https://www.actuaries.org.uk/studying/exam-exemptions/how-apply-exemption/exemptions-based-other-professional-qualifications)

**Payment**

* You will be eligible for the reduced exemption fees if you have a low income. If you have paid the reduced membership subscription, which is based on your income, you are eligible to pay the reduced for your exemptions.
* You must complete section 3 of the form (‘Payment details’), and include payment with your application. Payment should be included for the maximum number of exemptions you are applying for; refunds will be made in respect of any exemptions that are not granted. We do not send billing letters or invoices for exemptions.
* Please ensure that your **ARN** and the code **JEDEXE** are used in reference for any Bank transfer payment or bank transfer, and allow for any possible bank charges when making your payment. Failure to do so will result in a severe delay in allocating the payment to your application.
* If paying by Bank transfer a remittance sheet must be included with this application as proof of your payment.
* If your company is paying for your exemptions, please contact them to ensure that the application form has been sent, together with the payment, before you contact the Education Services Team in Oxford to enquire about your application.

**The application process**

* There is no deadline for applying for exemptions that have been recommended for you. We only recommend you do so as soon as you have graduated as the exemption fees normally increase each year.
* We will process your application as quickly as possible. The time taken to process your application depends on the complexity of your application.
* You will receive an email from the Education Services Team to confirm receipt of your application.
* You will be notified in writing of the outcome of any application for exemptions at the earliest opportunity.
* If you have not received a letter containing the outcome of your application 7 weeks after we have sent you confirmation of receipt please email education.services@actuaries.org.uk. You should state your ARN and the exemptions you have applied for.
* If you wish to apply for an exam in case you do not gain exemption in that subject, you should apply for exemption at least 8 weeks before the exam closing date. For further information on exams contact education.services@actuaries.org.uk

**Further information**

* You can check your exam history in your personal profile area of the website. This will give details of any exemptions you have been granted.
* You should contact education.services@actuaries.org.ukimmediately if you are concerned that our records do not hold details of exemptions you believe you may be entitled to.
* You must formally apply for, and pay the fee for, exemptions you believe you are eligible for. If you do not your exemptions/exam record will be incomplete and you will not appear on any qualification pass lists.

**Before you send your application form to the Education Services Team, you must ensure that you have**

* Completed all relevant sections on the application form.
* Included the correct payment.
* Included the required certified documents to show you have achieved the required standards in the qualifications on which you are basing your application. Not included any original documents.
* Signed and dated the declaration.
* If applying from a non-agreement university, a copy of the official syllabus of the Institute and Faculty of Actuaries for each subject applied for with full explanatory hand written notes next to each key objective, indicating where this has been covered in your university syllabus.