PART III ENROLMENT FORM, SEMESTER ONE 2017
COURSE 2A (LIFE INSURANCE PART A)

SECTION A: PERSONAL INFORMATION

Membership ID Number:

Title: (Mr, Mrs, Miss, Ms, Dr) Last name(s):

First name(s): Middle name(s):

Preferred name: ☐ Male ☐ Female Date of birth: ☐☐ | ☐☐ | ☐☐☐☐

Telephone number: Facsimile number:

E-mail address:

Shipping Address (If different from the database)

Position: Company:

Address:

Suburb/Town/City:

State: Post Code: Country:

COMPULSORY DECLARATION (All students)

I hereby apply for enrolment with the Actuaries Institute. I agree to be bound by the rules and regulations of the Actuaries Institute as lay down from time to time. I acknowledge that the Actuaries Institute reserves the right to refuse my application for enrolment or to sit for examinations without assigning any reason. I acknowledge that if any application for enrolment or to sit for an examination is accepted by the Actuaries Institute, I will be bound by the Actuaries Institute's disciplinary procedures as laid down from time to time and if at any time my conduct is considered by the Actuaries Institute to be inappropriate, the Actuaries Institute reserves the right in its discretion, inter ail, to refuse me permission to sit for any examinations conducted by the Actuaries Institute or to impose any other penalty set down in the Actuaries Institute's disciplinary procedures, whether or not I withdraw from the course or any subject. A copy of the Actuaries Institute's Constitution was sent to all members on joining the Actuaries Institute. I have read the Exam Regulations on the Actuaries Institute website and agree that I will comply with them. I understand that the fees payable are the total fees for the Course/s (except texts) and assessments. A partial refund is available on discontinuance of a course (with notification in writing) in accordance with the set guidelines. I note that photocopying of the education material is an infringement of copyright. Please note that course materials provided in the LMS are the intellectual property of the Actuaries Institute. However, the Actuaries Institute grants permission for students who have enrolled in a particular course to save or print the resources related to this course on the condition that they are used for their own personal study and are not distributed or made available to others. **I agree for my contact details to be passed on to Course Leaders as required and for my name and identifying number to be released on the members section of the Actuaries Institute's web site should I be successful in passing this subject.** Furthermore, I agree for my contact details to be passed on to our supplier if I have purchased course material to be mailed to me.

Signature:_____ Date: ☐☐ | ☐☐ | ☐☐

FOR OFFICE USE ONLY

	INITIALS	DATE
CHECKED		
PAYMENT TAKEN		
MATERIAL SENT		

*__Privacy policy:__ Your privacy is important to us. The collection use and disclosure of personal information by the Actuaries Institute is covered in our Privacy Policy which is available at http://actuaries.asn.au/utils/privacy-policy.

SECTION B: EXAM CENTRES

Please tick the name of the city in which you intend to sit your Part III examination/s

☐ Sydney	☐ Melbourne	☐ Canberra	☐ Adelaide	☐ Brisbane	☐ Perth
☐ Hong Kong	☐ Kuala Lumpur	☐ Singapore	☐ Wellington	☐ Auckland	☐ London

If there are fewer than two students enrolled to sit an examination at one of the above standard examination centres, the Actuaries Institute will notify the student and a temporary exam centre will need to be arranged. Please see below for further information on how to arrange a temporary exam centre supervisor.

If the city you wish to sit the examination in does not appear in the list above, a temporary exam centre will need to be set up. It is the **candidate's responsibility** to find a suitable supervisor. This person should ideally be a Fellow. Please also complete and return the 'temporary exam centre' form available on the web if you cannot provide details of your supervisor below. **'Temporary exam centre' form must be submitted at least two months prior to the examination period.** If you have trouble finding a suitable supervisor, please contact the Actuaries Institute office at your earliest convenience as they may be able to assist. If a candidate or the Institute is unable to nominate a suitable supervisor two months prior to the examination period, the candidate may need to sit the examination at the nearest standard examination centre available. Please fill in your proposed supervisor's details below.

Name of Proposed Supervisor _____

Position _____ Qualifications _____

Full Company Mailing Address _____

Direct Phone: _____ Fax _____

Email _____

SECTION C: EDUCATIONAL MATERIAL

Access to the course and reading material listed below is required to study each course. Please note only text books available from the Actuaries Institute are listed here.	ITEM PRICE AUD$	NO. OF ITEMS	TOTAL AUD$
COURSE FEE: Including online access via the Learning Management System to course guide and readings, exam entry, marking and tuition	$2340		
HARDCOPY: Course Material and Readings (Optional). The course material was updated in 2016.	$250		
TEXTBOOK: Institute of Actuaries of Australia (2016).*The Practice of Life Insurance in Australia – Part A*	$90 or $99*		
POSTAGE AND HANDLING – sent to 'preferred mailing addresses on Institute data base. Only select a postage option if you have purchased a hardcopy of the course material.			
Australia (GST included)	$18.70		
I will pick my material up from the Kwik Kopy offices in person. Please wait until you have received an email notifying you that your course material is ready to be collected before going to the Kwik Kopy office. (Please tick the adjacent box).	☐		
COURIER SERVICE – OVERSEAS STUDENTS ONLY			
The cost of courier delivery of course material overseas is	$100		
CREDIT / FEE RELIEF			
For students who have received prior approval for credit due to a withdrawal, special consideration application, fee relief, etc. For withdrawal or special consideration the credit should be a percentage of the course fee for the semester the withdrawal or special consideration was granted. Please indicate this amount in the box to the right.	$		
		GRAND TOTAL	

NOTE:
GST - The cost of all Part III course fees and materials is GST exempt. GST is inclusive for postage and textbooks only.

The Practice of Life Insurance in Australia has been split into Part A and B. * Text books are not GST free for Australian students. If you are an Australian student, the cost of the text book is $99. If you are an overseas student, the cost is $90.

Fee Relief - Some overseas students may be eligible for 50% course fee relief. To check if you are eligible please go to the Forms section of our website.

SECTION D: PAYMENT

Candidate's Signature _____ Date ☐☐|☐☐|☐☐

If your employer has made prior arrangements with the Actuaries Institute for fees and/or texts to be charged to your employer; then the employer's authorised signatory must endorse this form.

Endorsement of Employer _____ Date ☐☐|☐☐|☐☐

Company Name _____

INSTRUCTIONS ON HOW TO ENROL, MAKE PAYMENT AND OBTAIN YOUR LEARNING MATERIAL

ENROLMENT
All candidates will need to submit their enrolement application forms (either by email or hard copy) by 17:00 pm (AEST), Monday 9 January 2017.

LEARNING MATERIAL
Part III subject material and selected textbooks are available through our mail order service. Course material will first become available on the online Learning Management System and the hardcopy will be ready for collection from Kwik Kopy Central City from 19 December 2016. Kwik Kopy Central City is located at B1, 70 Pitt Street, Sydney, NSW 2000**. Please wait for an email before going to the Kwik Kopy office to collect your course material.**

PAYMENT
Payment is possible by cheque (payable to the Institute of Actuaries of Australia), EFTPOS,BPay, bank transfer or by the credit cards listed below. No cash payment can be accepted.

SEND COMPLETED APPLICATION FORM WITH PAYMENT TO:
Actuaries Institute
Level 2, 50 Carrington Street
Sydney NSW 2000, Australia
t +61 (0) 2 9239 6100
f +61 (0) 2 9239 6170

Scan and email to: education@actuaries.asn.au

☐ Please find cheque enclosed (payable to the Institute of Actuaries of Australia)

☐ Please charge the total amount of AUD$_____ to the following credit card*

☐ AMEX ☐ MASTERCARD ☐ VISA

Card Number _____ Expiry Date ☐☐|☐☐|☐☐

Signature of Cardholder _____ Date ☐☐|☐☐|☐☐

Cardholder's Name (please print) _____

2% Credit card fee applies (AMEX, MASTERCARD AND VISA)

☐ I have paid by Electronic Funds Transfer (EFT) – *Your enrolment will be processed when funds are received.*
If paying by EFT, please send a remittance advice to accounts@actuaries.asn.au and copy in memberservices@actuaries.asn.au.

Account Name: The Institute of Actuaries of Australia BSB #: 012-055 Account #: 836125938
Swift Code: ANZBAU3M
Please use your membership number as the reference for the transaction.

☐ BPAY: Biller Code - 153346