

## Actuaries Institute Part I Exemption Application

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Member ID \_\_\_\_\_

### Form of application for exemptions from Part I subjects for the Exemption Committee Meeting

*N.B. Before completing this form the applicant should read the information given below carefully.*

1. The Exemption Committee will only consider the following Part I subjects CT2, CT3, CT7 and CT8. Applications for exemption will **NOT** be considered if they are not supported by **ALL** relevant documentation (please see list on page 4).
2. Potential applicants should refer to the Part I Subject CT2, CT3, CT7 and CT8 (syllabi on the UK Institute of Actuaries website <http://www.actuaries.org.uk/students/pages/syllabus-exams> when deciding whether to apply for an exemption.
3. Original or certified copies of the academic transcript (s) indicating the completion of all relevant courses must be submitted. The academic transcript should also include grade definitions.
4. Applicants should clearly identify which parts of the university courses correspond to the objectives of the Actuaries Institute Part I subject syllabus. This is particularly important for Subject CT8.
- 5. Applications will only be accepted if the relevant subjects studied were gained within the last six years.**
6. There is an administration fee of AUD \$44.00 including GST for Australian Members or AUD \$40.00 Overseas Members.
7. An exemption fee will apply only if you have been granted an exemption. From 1 January 2016, the exemption fee will be AUD \$50.00 per subject. Students who were granted exemptions from the Exemptions Committee prior to 1 January 2016 must pay the exemption fee that applied at the time.
8. The exemption fee is payable within one year from the date the exemption is being granted.
9. If you are applying for more than one subject, please separate each subject as different committee members assess different subjects. Furthermore, you will need to make four copies of your academic transcript and a cover letter mapping the subjects studied to the Part I syllabi on the UK Institute of Actuaries website: <http://www.actuaries.org.uk/students/pages/syllabus-exams>.
- 10. Only current members** of the Actuaries Institute can apply.

Submission Due Date to Actuaries Institute	Exemption Committee Applications Meeting
27 <sup>th</sup> February	March
30 <sup>th</sup> June	July
31 <sup>st</sup> October	November

11. All applications must be submitted together with all the relevant documentation by to:

**Actuaries Institute**  
Level 2, 50 Carrington St  
SYDNEY NSW 2000



**EXEMPTION DETAILS**

**Please complete all details requested** *(Please print in block letters)*

**Title**       Mr    Mrs    Miss    Ms    Dr    Other (please specify) \_\_\_\_\_

**Member ID** \_\_\_\_\_

**Full Name** (first name, middle name, last name) \_\_\_\_\_

**Preferred Contact Number** \_\_\_\_\_      **Email Address** \_\_\_\_\_

**University Attended** \_\_\_\_\_

**Name of Degree (s)** \_\_\_\_\_

Part I Exemption Applied For	Course Name/Subject Name*	Year Subject Completed (must be within 6 years)	Grade /Mark	Course Code/Subject Code*

*\*Referring to the individual subject or course name/code not the degree name/code.*

**Are you a current member of the Actuaries Institute?**    NO    YES

## EXEMPTIONS POLICY

In certain circumstances, it may be possible for students to gain exemption from certain Part I subjects if they have previous qualifications in actuarial science, statistics or economics.

### Exemptions from the following subjects:

CT2	Finance and Financial Reporting
CT3	Probability and Mathematical Statistics
CT7	Economics
CT8	Financial Economics

May be granted by the Exemptions Committee to students who can demonstrate that they:

- **Have attended a university in Australia or New Zealand**
- **Have completed the relevant subject/s studied at the University in the last six years**
- **Have covered the relevant Part I subject syllabus (es) in one or more of the courses they have studied. This is done by providing a cover letter mapping the subjects you studied at University to the Part I subject syllabi available UK Institute of Actuaries website <http://www.actuaries.org.uk/students/pages/syllabus-exams>. Your application may be declined if you do not map all the subjects you have completed in detail to the Syllabi.**
- **Have attained a sufficiently high standard in those courses.**

### Exemptions from the following subjects:

CT1	Financial Mathematics
CT4	Models
CT5	Contingencies
CT6	Statistical Methods

Will only be granted to students who have been recommended for exemption from Part I subjects by the 'Nominated Actuary' at one of the accredited universities by the Actuaries Institute. Information on the Actuaries Institute accredited universities and courses can be accessed [here](#).

Part I studies are the foundation for the actuarial qualification pathway, students who obtain an exemption are reminded to review the content of these subjects, as further study towards qualification will be building on this knowledge base.

**IMPORTANT NOTICE**

The Actuaries Institute accepts no responsibility for any loss or interception of this information during transmission by any medium.

**Please ensure that ALL relevant information is provided when completing this form, as otherwise your application will not be accepted.**

**CHECKLIST**

Please ensure that **all** of the following information is enclosed:

**I have enclosed:**

- One copy of my fully completed Part I Exemption Application Form (indicating the University attended and the subjects applied for)
- One copy of the covering letter indicating which parts of the university course corresponds to which of the Actuaries Institute's Part I subject syllabus, and which documentation provided is relevant to which Part I subject syllabus
- One copy of original or certified academic transcripts showing all relevant courses, including the grade definitions.
- Full syllabus and course outline(s) grouped by subject for each and all the relevant courses that have been completed in the last six years. **Any subjects older than six years will not be assessed.**
- Past Exam Papers of all relevant courses, grouped by subject (If unavailable, sample exam papers must be submitted).

**Declaration:**

**I hereby apply for exemption from the above Part I subjects and declare that the information is correct and the documents provided is legitimate.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Payment Method**

- CHEQUE                       EFTPOS  
 VISA                               MASTERCARD                       AMEX

**Total Amount:** \$44 (incl. GST) Australian Actuaries Institute Members / \$40 Overseas Actuaries Institute Members

**Card Number:**                      /                      /                      /                      /                      **Expiry Date:**                      /

**Cardholder's Name (Please Print):**

**Cardholder's Signature:**

**Return to:**

**Mail :** Actuaries Institute  
Level 2, 50 Carrington St  
Sydney NSW 2000 AUSTRALIA

**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/utis/privacy-policy>