



# Enrolment Form

Please complete in **BLOCK CAPITALS**

## 1. Personal details

Title:	
First name(s):	
Last name:	
Name to appear on certificate (if different):	
Job title:	
Address:	
Postcode/Zip:	
Country:	
Email address:	
Telephone number:	
Mobile number:	
Special dietary requirements:	Please provide details
Do you suffer from any disability or illness that may affect your training and assessment?	Yes    No <i>If yes, please provide details:</i>

### Equal opportunity and disability statement

ICA welcomes applications from students with additional support needs as a result of a disability, medical condition or specific language difficulty e.g. dyslexia.

All applications will be considered under the same criteria as other applications. You are encouraged to contact the ICA team ([studentservices@int-comp.org](mailto:studentservices@int-comp.org)) to discuss any requirements you may have relating to your study or other needs as soon as possible.

This is so that we can take all reasonable steps to ensure your needs are met and that the relevant staff are informed of support requirements at the earliest opportunity.

ICA will take all reasonable steps to ensure that applicants who meet the academic criteria will not be excluded from the course that interests them for reasons relating to their disability. However, there may be rare occasions that we would be unable to meet an individual's needs, but this would be discussed in detail and every avenue investigated before a decision was made.

## 2. Employer details

Business type:	Banking	Betting & gaming	Capital markets
	Energy	Healthcare/pharmaceuticals	Insurance
	Regulator	Securities/investment	Telecoms
	Other:		
Name:			
Address:			
Postcode:			
Country:			
Accounts telephone number:			
Accounts email address:			

## 3. How did you hear about this course?

Types:	Already knew about ICA	Brochure	Colleague
	Email	Facebook	LinkedIn
	Manager	Search engine	Twitter
	ICA partner/other		
	Please state if ICA partner/other:		

## 4. ICA membership

You need to be a member of ICA to access your resources and to complete your assessment(s). This is required, as a minimum for the duration of your studies although many students commit to ongoing membership to ensure continuous professional development, the opportunity for recertification and to retain the ability to use the post nominal designations (AICA, MICA or FICA)

Visit <https://www.int-comp.org/membership/the-membership-journey/> for more information

Membership details:	Are you an ICA member?      Yes    No
	If yes, state ICA membership number*:
	<i>* Please refer to your communications from ICA for this number</i>
	<i>Become an Associate member (for one year)      £ 135</i>

## 5. Course details

Course:	<p>Please state your chosen course:</p> <p><i>Please note, you are required to have a good understanding of English to complete this course.</i></p> <p>All materials are available online. Do you wish to attend the face-to-face workshops (if applicable) for the course? <span style="float: right;">Yes    No</span></p> <p>Preferred workshop location:</p>
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## 6. Subject/Level ( New Fee from 1st July 2024 )

<b>Membership Associate</b> (+VAT where applicable)	£135	N/A
<b>Short Courses</b> (+VAT where applicable)	£250	N/A
<b>Certificate/Specialist Certificate</b> (+VAT where applicable)	£596.29	N/A
<b>Advanced Certificate</b> (+VAT where applicable)	£1,745.18	4 monthly payments
<b>Diploma</b> (+VAT where applicable)	£3,487.03	8 monthly payments
<b>Professional Postgraduate Diploma</b> (+VAT where applicable)	£7,027.96	10 monthly payments
<b>Internal Auditor for CMS</b> (+VAT where applicable)	£1,250	N/A
<b>Certified FC Investigator</b> (+VAT where applicable)	£1,750	N/A
<b>Certified MLRO</b> (+VAT where applicable)	£ 3,650	N/A

## 7. Who is paying for your course fees?

Course fees:	<p><b>Self funding</b></p> <p>ICA do offer interest free instalment plans if you are enrolling on the Advanced Certificate, Diploma or Professional Postgraduate Diploma course. Instalment options allow you to spread your course fees over four or eight monthly payments. If you select this option you will be required to pay the first instalment immediately upon booking.</p> <p>Payment options:**</p> <ul style="list-style-type: none"><li>Pay in full by credit card</li><li>Pay in 4 monthly payments</li><li>Pay in 8 monthly payments</li><li>Pay in 10 monthly payments</li></ul> <p>** You will be contacted upon receipt of your enrolment form for your payment details.</p>
	<p><b>Employer sponsored</b></p> <p>As your employer is paying for your course we will need verification from them to process your application. Please provide the contact details below of a representative within your company who we can contact to request them to verify your application.</p> <p>We will not be able to process your enrolment unless it is verified by your employer.</p> <p>Upon receipt of your enrolment form, your employer will be sent an invoice for the full course fees. Invoices must be paid within 30 days of receipt.</p>
Employer contact name:	
Employer contact email:	
	Employer signature:
	Date:
	If your employer requires a cost centre/purchase order number in order to process an invoice, please provide details below:
	Please provide your employer's VAT number:

## 8. Terms and Conditions

Declaration:	<p>I confirm that I have read and accept ICA's <a href="https://www.intcomp.org/terms-conditions/">https://www.intcomp.org/terms-conditions/</a> Terms and Conditions.</p> <p>Student (please print name):</p> <p>Signature:</p> <p>Date:</p>
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## 9. Data protection

### Why we collect your data

We must collect your data for administrative purposes to carry out our contract with you. We may also collect your name and contact details to send you information about our other products and services which you might be interested in. For example, the data we hold about you helps us personalise our recommendations for products, services and promotions. You can unsubscribe from our emails at any time.

### When we'll share your data

We'll only share your data with third parties to help us provide a better service for you. For example, uploading your contact details to our learning management software so that you can access your learning materials or to a local ICA representative based in your country (where applicable) so that they can help administer your learning and send you local information.

### Know your rights

You have many rights regarding your personal data. These include seeing what data we hold and updating your information. If you'd like to find out more, take a look at our Privacy Notice on our website at <https://www.int-comp.org/privacy-policy/>.

