

International Professional Managers Association

REGULATIONS, TERMS AND CONDITIONS FOR IPMA STUDENTS MEMBERSHIP AND EXAMINATIONS REGISTRATION

Student Registration

All students accepted for entry onto the register will be deemed to have accepted the terms and conditions of the Association and to have agreed to abide by these regulations. It is therefore essential that you read both documents before applying for registration. All applications should be made on the appropriate form/s and must be received at the Association by the appropriate closing date. Applicants for initial registration must submit attested copies of all relevant supporting documentary evidence with their application. before it can be processed. Individuals re-registering as students will be deemed to be continuing their studies. All previous exam histories will be taken into consideration. Students who have been previously removed from the register because of repeated exam failure will **not be re-admitted**. Registration as a student confers no rights of Membership of the Association. Individuals may not describe themselves as Members of the Association until they have fully satisfied the requirements of the professional entry scheme and been elected to Membership.

Students' attention is drawn to the Association's Code of Professional Ethics and Conduct to which all those accepted into Membership are required to abide. Students are strongly recommended to conduct themselves in accordance with this code as failure to do so may affect their ability to be accepted into Membership on completion of the examinations..

Examination Entry

Individuals applying for examinations must be registered students of the Association. All applications for examinations must complete the Association's examination entry form, by the specified closing date. Completion of a student registration form alone DOES NOT confirm entry for an examination. Cancellation of, alterations to, or deferrals of, examination entries will not be permitted after the closing date other than in exceptional circumstances. Students are required to comply with the 'Instructions to Candidates' issued with the examination admission slip. Any changes are made solely at the Association's discretion.

Students are advised to check the acknowledgement and admission slips carefully and to contact the Association IMMEDIATELY if there is any discrepancy between the slips and/or the required entry. Candidates prevented from sitting examinations due to ill health can apply to postpone their entry until the next session. Postponement may also be considered in the event of a close personal bereavement immediately before the examination. Postponements are granted at the Association's discretion and application for postponement must be accompanied by supporting medical certificates or other relevant documentation. Applications for postponements must be made as soon as possible and certainly no later than six weeks after the examination date. In each case the examination must be taken at the next available session. Candidates can only apply to postpone an examination once per module. Please note that a postponement fee of 50% of the re-sit fee will be payable.

Absence from Examination

Absence from an examination for which a student has been entered will be counted as a failed attempt.

Removal from Register

Non-completion of a compulsory module within four attempts will result in removal from the register. The Association reserves the right to remove, without refund, a student from the register if they have been inactive for two years or more. Students who fail to complete all four modules of the Professional Programme Part II within

six years will be removed from the register. Re-entry onto the Programme is at the Association's discretion and on receipt of payment of the appropriate fee.

Fees

The relevant fee must accompany all registration and entry forms. Applications will not be processed until full payment is received and any outstanding indebtedness to the Association is settled. The fee payable is determined by your place of residence at the time of entry onto the register. All fees are payable to the Association in Pounds Sterling unless otherwise agreed. Fees are only refundable if notice of termination is received within thirty (30) days of payment. A fee of £100 will be deducted from all refunds to cover the administrative costs of the Association. Fees will be refunded solely at the Association's discretion and will only be considered on receipt of any study materials being returned in good condition.

Examination Session and Student Progression

All students must pass or receive exemption from the Foundation or other level before proceeding to the Intermediate or other level. There are three examination sessions annually – March/April, June/July and October/November.

STUDENTS ARE REMINDED THAT FOUR FAILED ATTEMPTS WILL RESULT IN REMOVAL FROM THE REGISTER.

The Association does not enter into any correspondence regarding examination results or conduct any appeals.

TERMS AND CONDITIONS

Definitions

The '**Association**' means the International Professional Managers Association-UK.

The '**Student**' means the person registering or applying to be registered as a student with the Association.

'**Course**' means the registration and course of study and or programme of examinations for which the student seeks registration including all relevant materials, services and support provided by the Association in order for the student to complete the appropriate course of study.

'**Student Regulations**' means the Association's Student Regulations and Guidance Notes detailing the process by which a student may apply to become registered with the Association and the form of services, materials and support that the Association will supply in order to enable the student to study for, and sit, the selected course, examination or programme.

'**Application**' means the application for registration submitted by the student in accordance with Student Regulations.

The '**Agreement**' means this contract between the Association and the student and comes into effect on the date that an Application is received and accepted by the Association as suitable for registration and notice of such acceptance has been issued to the student.

The Student agrees:

- to abide by these Terms and Conditions and the provisions of the Student Regulations as stipulated from time to time;
- to undertake the appropriate course of study under his or her own responsibility as to how, when and where such study shall take place;

- to provide the Association with such notice and time as may be required by the Association for the purposes of entering into any examination or assessment required by the Association for completion of the course of study;
- not to disclose any information provided by the Association and/or correspondence between the Association and the student all of which is generally deemed to be confidential. In addition, the Association specifically denies any and all liability arising out of the publication, loss or disclosure of any registration or personal identification number (PIN) that the Association may provide for the purposes of accessing their personal information held on the Association's information systems;
- not to infringe, and to take all reasonable steps to protect, the copyright or other intellectual property rights of the Association;
- to remain responsible for all fees and charges and to pay all such fees and charges as stipulated by the Association for the Course.

The Association undertakes;

- to make available at regular intervals a programme of examinations/assessment necessary to complete each subject and to allow the student entry to the first available date chosen by the student and notified to the Association in accordance with the Student Regulations;
- the Association reserves the right to terminate the student's registration at any time and without notice in the event that the student breaches any of his or her obligations under this Agreement or takes any action which, in the opinion of the Association, might be construed as bringing the Association into disrepute or for any other reason which, in the opinion of the Association, justifies such action.

Force Majeure

The Association shall not be liable for non-performance of any of its obligations under the Agreement due to circumstances beyond its reasonable control.

Severability If at any time any part or parts of this agreement are held to be unenforceable, illegal or otherwise not valid, either wholly or in part, the remaining parts of this agreement shall continue to be binding and in effect.

Governing Law

The Agreement and all rights and obligations of the parties hereto shall be governed and construed in accordance with the laws of England and, unless otherwise agreed, the parties hereby submit themselves to the exclusive jurisdiction of the English courts.

Statutory Rights

Nothing in these terms and conditions shall operate to affect the statutory rights of either party.