

# CA2 Module Application Form

## Model Documentation Analysis and Reporting

2 Day non-residential course based exam 2010/2011

Please complete the application form below and return it at least six weeks before course commencement, together with payment to:

Courses Team, The Actuarial Profession, Napier House, 4 Worcester Street, Oxford, OX1 2AW  
Tel: +44 (0)1865 268 216, Fax: +44 (0)1865 268 233  
E-mail: [courses@actuaries.org.uk](mailto:courses@actuaries.org.uk)

### Entry criteria

You may apply for this course based exam providing you have passed or been granted exemptions by The Profession for all the CT subjects.

### Note to student and employer

A pre-course assignment will be emailed to you six weeks before the module.

You need to bring a paper copy of your completed attempt to the course.

### Personal details

Please complete the following sections in BLOCK CAPITALS:

Title: Mr  Mrs  Miss  Ms  Dr  Other (please specify): \_\_\_\_\_ ARN (Actuarial Ref. No.): \_\_\_\_\_  
Forename(s): \_\_\_\_\_ Initials: \_\_\_\_\_  
Surname: \_\_\_\_\_ Badge name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Correspondence will be sent to the details held on record. Please ensure your preferred contact details are up to date.**

Special dietary requirements: \_\_\_\_\_

Do you require any special arrangements, e.g. wheelchair access etc.?

No  Yes  Please specify: \_\_\_\_\_

**Please provide a 2<sup>nd</sup> choice in case a course is oversubscribed. Student numbers attending from any one company may be restricted.**

<b>2010 Dates</b>	<b>Location</b>	<b>1<sup>st</sup> Choice</b>	<b>2<sup>nd</sup> Choice</b>
12 & 13 August	Surrey	<input type="checkbox"/>	<input type="checkbox"/>
6 & 7 September	Birmingham	<input type="checkbox"/>	<input type="checkbox"/>
9 & 10 September	Birmingham	<input type="checkbox"/>	<input type="checkbox"/>
8 & 9 November	Reading	<input type="checkbox"/>	<input type="checkbox"/>
11 & 12 November	Reading	<input type="checkbox"/>	<input type="checkbox"/>
7 & 8 December	Oxford	<input type="checkbox"/>	<input type="checkbox"/>
9 & 10 December	Oxford	<input type="checkbox"/>	<input type="checkbox"/>

<b>2011 Dates</b>	<b>Location</b>	<b>1<sup>st</sup> Choice</b>	<b>2<sup>nd</sup> Choice</b>
13 & 14 January	Edinburgh	<input type="checkbox"/>	<input type="checkbox"/>
17 & 18 January	Oxford	<input type="checkbox"/>	<input type="checkbox"/>
20 & 21 January	Oxford	<input type="checkbox"/>	<input type="checkbox"/>
1 & 2 February	Edinburgh	<input type="checkbox"/>	<input type="checkbox"/>
15 & 16 February	Edinburgh	<input type="checkbox"/>	<input type="checkbox"/>
28 & 29 March	Reading	<input type="checkbox"/>	<input type="checkbox"/>
30 & 31 March	Reading	<input type="checkbox"/>	<input type="checkbox"/>
23 & 24 May	Oxford	<input type="checkbox"/>	<input type="checkbox"/>
13 & 14 June	London	<input type="checkbox"/>	<input type="checkbox"/>
16 & 17 June	London	<input type="checkbox"/>	<input type="checkbox"/>

***The course will close eight weeks prior to the course commencing. We reserve the right to cancel to withdraw if demand for any module does not meet the minimum number or the course becomes full.***

### **Approval by employer**

- The students has at least one year's work experience, has worked through the sample projects on the website, and considered the other relevant material on the website.
- In my opinion the student has the required level of experience needed for this module and is appropriately prepared.

Signed .....

Name of Employer Approver .....

Name of Student: .....

Date .....

## Payment method

Name of Student: .....

ARN: .....

The fee payable for the Modelling Module is £705.

As for other examinations, the Actuarial Profession **cannot issue invoices** for this module. Please **enclose payment with your application**.

**Cheque:** made payable to **Actuarial Resources** in the sum of £705.

**Credit Card:** Visa  Mastercard/Eurocard  Delta  Switch  Switch Card Issue Number:

Card No.:

Start Date:

Expiry Date:

Amount: £

Security code: (last 3 digits on back of card)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please give name and address of cardholder if different from applicant:

Initials: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

### BACS

I have paid by BACS  BACS details — Bank Sort Code: 56-00-20; Account Number: 08671990

*Please use the reference **JEDMOD** and the **ARN** of the student in the reference of any BACS payment and attach a remittance to your application, failure to do so may cause a delay in processing and subsequently failure to obtain a place on your course of choice.*

**Please forward Remittance Advice ONLY to Finance on fax +44 (0)20 7632 2171**

### Refunds and Cancellation Policy – Terms & Conditions

Students are requested not to apply for multiple courses. They should wait to re-book when results have been received from previous sittings. This is in line with the main Session Based Examinations.

Students are reminded that they will not be entitled to any refund of fees for courses that they have entered for in advance of their results. In addition an administration fee of £30.00 will be payable for all cancellations.

Students who fail and only require CA2 for qualification should contact the Courses Team to discuss attendance options.

Full details of the cancellation policies for all examinations can be read on our website -

[http://www.actuaries.org.uk/students/exams/exam\\_entry\\_policies/refunds](http://www.actuaries.org.uk/students/exams/exam_entry_policies/refunds)

Full refunds will only be made after 12 weeks for medical reasons or mitigating circumstances, with accompanying supportive documentation, consistent with the Examination Regulations governing refunds

A £30.00 administration charge will apply to all cancellations or amendments made to a confirmed booking.

The following scales will apply:

Cancellation within 12 - 8 weeks: 75% of the course fee.

Cancellation within 8 - 4 weeks: 50% of the course fee.

Cancellation within 4 - 2 weeks: 25% of the course fee.

Cancellation within 2 weeks: No refund will apply.