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| IFOA_logo_ | **CERA Seminar refund application form** |

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| *Please complete and return this form via email to:*[*memberservices@actuaries.org.uk*](file:///C:\Users\local_patricim\INetCache\Content.Outlook\IA50RS6Q\memberservices@actuaries.org.uk) | | | | | | | | | | |
| If you cancel your participation in the CERA Seminar before the date the bookings close (published on the seminar [webpage](https://www.actuaries.org.uk/studying/plan-my-study-route/chartered-enterprise-risk-actuary-cera/cera-seminar)), you will be entitled to a refund of the fee paid subject to the deduction of a 10% administrative charge and any applicable bank charges.  Refunds for cancellations after the date the bookings close, will be considered by Member Services on an exceptional basis in accordance with the same principles outlined in the [IFoA’s Refund Policy](mailto:https://www.actuaries.org.uk/ifoa-refund-policy) under ‘cancellation after the assessment registration period has closed’. | | | | | | | | | | |
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| **Personal details** | | | | | | | | | | |
| **Name (BLOCK CAPITALS)** | | | |  | | | **ARN** | | |  |
| **Email** | | | |  | | | | | | |
|  | | | | | | | | | | |
| **Entry details** | | | | | | | | | | |
| **Seminar date** | |  | | | **Seminar centre** | | | |  | |
| **Refund method**  **Refunds will only be made to the payer of the exam entry fee, using the same payment details.** | | | | | | | | | | |
| **Method of payment:** Please indicate which method of payment was originally used. | | | | | | | | | | |
|  | **Bank transfer or cheque** – bank details must be given | | | | | | | | | |
| **Account name** | | |  | | | **IBAN\*** | |  | | |
| **Account number** | | |  | | | **Bank name** | |  | | |
| **Sort code** | | |  | | | **Bank  address** | |  | | |
| **SWIFT\*** | | |  | | |
| **\* These fields must be completed for refunds to overseas banks** | | | | | | | | | | |

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|  | **Please tick the box if you paid by card** |