



Student Bulletin

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Tips for Choosing Your Place of Study

Choosing a place to study which will not hinder your studying is extremely important. Some factors to be taken into consideration are:

- Amount of space
- Furniture
- Temperature
- Ventilation
- Lighting
- Noise & other distractions

Bear in mind that your surroundings can affect your ability to concentrate!



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Revision of Membership and Subscription Fees

Effective January 2008, the following fees have been revised:

Bankers (fees include VAT)

Fees	Previous	Revised
Registration for Membership	\$115.00	\$172.50
Annual Subscription	\$ 57.50	\$115.00

Non-Bankers (fees include VAT)

Fees	Previous	Revised
Registration for Membership	\$230.00	\$345.00
Annual Subscription	\$115.00	\$230.00

Please note that:

- New members who have already submitted membership and subscription fees in the previous amount are required to remit the difference to the Institute by cheque or bank draft
- In instances where members have already submitted their annual subscription, they are asked to remit the difference to the Institute by cheque or bank draft. They are also required to advise their bankers of the change in their standing order effective 2009
- Members who have **not** already submitted their annual subscription are asked to advise their bankers of the change in their standing order effective 2008 and to ensure that the correct amount is submitted to the Institute.

All members are required to forward to the Institute, a copy of their notification to their Bankers, effecting the change.

CERT FA. Paper 3

For candidates sitting the Cert.FA Paper 3 Exam on April 19th 2008, please note that the Exam Cases will be distributed on April 10th 2008, one week prior to the exam date.

Revision of Diploma in Banking Exam Fees

The fees for both levels of the Diploma in Banking Programme have been revised effective January 2008. The fees are applicable to both banking and non-banking members.

Fees	Previous	Revised
Certificate Level	\$172.50	\$287.50
Diploma Level	\$287.50	\$402.50

Fees include VAT

Exam Deferrals

Students are reminded to pay particular attention to the Institute's Deferral Policy.

Exam fees are non-refundable and non-transferable, if candidates do not sit as originally planned.

An exception to this regulation can only be made in cases of serious illness or extenuating circumstances and at the sole discretion of the Institute. Such requests must be supported by evidence and validated by the Institute.

In this case a deferral fee is payable to sit the subsequent examination.

Changes in Examination Policy

Request for Review/Re-Mark

Cert.FA. & DIB

Effective January 2008, requests from candidates for the review of examination scripts/ answer sheets will now fall under two categories:

Request for Review and Counseling Session

Appeal for a Re-Mark

Request for Review & Counseling Session

A request for a Review and Counseling Session is open to all candidates who fail the examination. During the Counseling Session the examiner will conduct a one on one session with the candidate and will:

Go through the exam paper and the candidate's script/answer sheet

Cover areas of weakness and how the candidate can improve

The fee for the Review and Counseling Session is \$500.00 + VAT

Appeal for Re-Mark

A request for a re-mark can be made by any candidate regardless of his/her exam grade. In this instance, the Institute will request an independent body to scrutinize the candidate's script/answer sheet to ensure that his/her mark is a fair and accurate one. If a re-mark is justified and this causes an upward change in the grade, the fee is refunded to the candidate. When the grade remains unchanged, there is no refund.

A request for a re-mark should be made within two weeks after the exam results are received by the candidate.

The fee for a Re-Mark is \$150.00 + VAT

Joint Examinations Council Review

Cert. FA. Only

Following best practice, the Institute has established a new policy to allow students who fail within three marks of the pass mark, the option of sitting an oral exam. This policy will be confined to Cert.FA. students only. A Joint Examinations Council confirms such students.