



The Insurance
Institute of Plymouth
and Cornwall
Chartered Insurance Institute

PFS/CII Education Programme Policy & Claim Form For Retakes

Please sign the claim form and then either send it or scan and e-mail it to the Treasurer of the Institute.

Your Name (the cheque or payment will be made payable to you)	
Address for the cheque to be sent or if we can pay by bank transfer your personal account name, account number and sort code	
Your CII/PFS PIN Number	
Name of Exam	
Date of Exam	
I have read the attached policy and confirm that I do not have access to an employer supported education programme and agree to the other terms and conditions.	Your Signature
Date of Signature	
Any additional notes	



PFS/CII Education Programme Policy & Claim Form For Retakes

The Institute of Plymouth & Cornwall is pleased to offer the following exam subsidies to encourage PFS/CII members who are not already at Diploma level to continue with their Diploma exams.

- **It is a subsidy to individual members who do not have access to an employer supported education programme, or a programme that pays for exam retakes**
- **It will be limited to a maximum of three retakes in the course of your studies and only once per subject**
- The candidate will need to be a member of our local institute and remain a member for the term of their studies to receive the subsidies
- The candidate will need to either reside or work in the geographical area covered by the Institute for the term of their studies to receive the subsidies
- The candidate will need to submit a copy of their exam entry to the Treasurer of the Institute for payment of the subsidy
- The Institute will review the level of subsidy if the costs of exams increase

The intention of the Local Council of the Institute is for the subsidy to be available over the term of your studies, however please note that there is no guarantee that it will be available as it is subject to budgetary approval by the Institute each financial year.

The following subsidy will be available:-

	Subsidy
Diploma Exam Retake	£50