

**You cannot book the Associate exam until you have passed the Foundation exam first. You MUST be an IRPM Affiliate to sit the Associate Exam. Any booking form received from a candidate who has not passed the Foundation exam or a non-IRPM member will not be processed.**

Name \_\_\_\_\_

Membership No. \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Day Time Tel \_\_\_\_\_ Email \_\_\_\_\_

A minimum of one year current relevant experience in the residential property management sector is required for candidates to sit the IRPM Associate Exam.

I would like to sit the IRPM Associate Exam on **Tuesday 26th February 2019** in:

**London**

**Manchester**

N.B. In certain circumstances and subject to demand we will endeavour to arrange alternative location (s) if travel to either of the above proves a great inconvenience. If this is the case please indicate your town or region of preference. \_\_\_\_\_

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

**Examination Fees:**

First sitting of Associate examination £185.00 (VAT not applicable)

Retake of Associate examination £105.00 (VAT not applicable)

**Please tick method of payment and delete as appropriate:**

I enclose a cheque for £185/£105 made payable to the IRPM

I will make a BACS transfer for £185/£105 to the IRPM

I would like to pay £185/£105 by Credit/Debit card. Please contact IRPM office on  
020 3319 7575

**Declaration:** Please provide information about any special support or circumstances which the IRPM should be aware of in respect of helping you to take this examination – e.g. size of print, access to the examination room.

Please return the completed form with your payment of **£185 / £105** via email to [info@irpm.org.uk](mailto:info@irpm.org.uk) or via post to: **IRPM, 71 Gloucester Place, London, W1U 8JW** to arrive by closing date of **Tuesday 12<sup>th</sup> February 2019**.

#### **Payment details**

Please click [\*\*here\*\*](#) to pay using a debit/credit card or PayPal, or copy and paste this link into your browser: <https://www.irpm.org.uk/public/login>

Please make cheques payable to IRPM and send them together with this form to the address above.

BACS payments: Bank: **Nat West**, Name: **IRPM**, Account No: **84041676**, Sort Code: **60-02-09**

**Please put your surname or membership number as the reference.**

#### **The cancellation policy set by IRPM applies for all exam and workshop bookings:**

**Cancellations due to illness must be accompanied by a medical certificate to allow the fee to be carried forward to the next available event/exam/workshop. All other cancellations less than ten working days prior to the event (including no-shows) forfeit the fee. Please note this policy is strictly adhered to as places once booked incur costs to the IRPM.**

**\*Exam results will be distributed to candidates following confirmation that the appropriate no. of CPD hours has been recorded – the equivalent of 1.25 hrs for each calendar month to date in the year Jan - Dec.**

Signed \_\_\_\_\_ Date \_\_\_\_\_