

You MUST be an IRPM Affiliate to sit the Associate Exam. Any booking form received from a candidate who is not an IRPM member will not be processed.

Name _____

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. Please email your booking form to info@irpm.org.uk

I would like to sit the IRPM Associate Exam on **17th March 2020** in:

Glasgow

N.B. In certain circumstances and subject to demand we will endeavour to arrange alternative location (s) if travel to 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** to: **IRPM, 71 Gloucester Place, London, W1U 8JW** to arrive by closing date of **3rd March 2020**.

Payment details

Please click [here](https://www.irpm.org.uk/public/login) 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 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 _____