



IRRV Distance Learning Enrolment Form

Please complete **ALL** sections clearly

Your Details (Mr / Mrs / Miss / Ms) Please tick as appropriate

Last Name	_____	First Name(s)	_____
Address	_____	IRRV membership no.* <input type="checkbox"/>	_____
Town	_____	County	_____
Postcode	_____	Date of Birth	____ / ____ / ____
Daytime telephone number (office)	_____	Home telephone number	_____
E-mail address (Office)	_____	E-mail address (Home)	_____
Name of Employer	_____	Today's date	_____
Employer's Address	_____		
Town/County	_____	Postcode	_____
Your Department	_____	Your Job Title	_____

CORRESPONDENCE WILL NORMALLY BE SENT TO YOUR HOME ADDRESS, BUT IF YOU WISH IT TO BE SENT TO YOUR OFFICE PLEASE TICK THIS BOX:

*If you are unsure of your IRRV membership number, it can be obtained by e-mailing membership@irrv.org.uk or by calling 020 7691 8994

IT IS ESSENTIAL THAT YOU ARE AN IRRV MEMBER BEFORE WE CAN ACCEPT YOUR APPLICATION TO ENROL ON THE COURSE

Visit the [Join the IRRV](#) page for details.

Examinations

In the table below please tick the option(s) you are applying for. Exemption information can be found by visiting the IRRV website by clicking [here](#).

Which part of the UK are you studying?: Scotland Wales England

If you are enrolling for IRRV Professional Diploma Qualification and you do not have IRRV Level 3 Certificate/NVQ/SVQ, please specify your current Qualifications you completed:

IRRV Professional Diploma		IRRV Level 3 Certificate (formerly Technician)	
Common Core		Revenues Pathway	
Centrally set assignment	<input type="checkbox"/>	Revenues and Housing & Council Tax Benefits Administration	<input type="checkbox"/>
Elective assignment	<input type="checkbox"/>	Council Tax Law	<input type="checkbox"/>
Management	<input type="checkbox"/>	Housing and Council Tax Benefit Law	<input type="checkbox"/>
		Non-Domestic Rating Law	<input type="checkbox"/>
Diploma Option Streams			
Revenues		Benefits Pathway	
<ul style="list-style-type: none"> • Law of Council Tax & Non-Domestic Rating • Revenues Administration, Accounting & Public Sector Finance • Management Case Study 	<input type="checkbox"/>	Revenues and Housing & Council Tax Benefits Administration	<input type="checkbox"/>
		Council Tax Law	<input type="checkbox"/>
		Housing and Council Tax Benefit Law	<input type="checkbox"/>
		Prevention and Detection of Housing & Council Tax Benefit Fraud	<input type="checkbox"/>
Benefits		Valuation Tribunal Pathway	
<ul style="list-style-type: none"> • Housing & Council Tax Benefit Law • Housing & Council Tax Benefits Administration, Accounting & Public Sector Finance • Management Case Study 	<input type="checkbox"/>	Valuation Tribunal Administration	<input type="checkbox"/>
		Administrative Justice	<input type="checkbox"/>
		Council Tax Law	<input type="checkbox"/>
		Non-Domestic Rating Law	<input type="checkbox"/>
Valuation Tribunal			
<ul style="list-style-type: none"> • Property Law • Law of Council Tax & Non-Domestic Rating • Valuation Theory & Practise & Property Economics 	<input type="checkbox"/>		

If you have any disability which might affect your study or taking the examination please let the Institute know as there may be some way that assistance can be provided.

All Certificate & Diploma subjects for the Revenues and Benefits Pathway are now available as interactive online training programmes.



If you would like to order printed copies of the material, charged at £45 plus VAT per subject, please indicate here for which subject and how many copies you would like:

Proposed Examination Date

I intend to take examinations at the following sittings:

June 2012	<input type="checkbox"/>	December 2012	<input type="checkbox"/>	June 2013	<input type="checkbox"/>	December 2013	<input type="checkbox"/>
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Please tick the box of your choice above - the date you tick is for our guidance only and will not be binding upon you.

It is your own responsibility to complete the examinations entry form and return it to the IRRV by the date specified.

Where did you hear about IRRV Distance Learning?

IRRV DISTANCE LEARNING - PAYMENT DETAILS

Please tick and complete ONE of the following:

[Remember to include in the amount any printed copies you requested]

I enclose payment of £ for the course material, tutor and online support.

[If you choose this option, please print off this form and send payment (either cash or cheque) with the form. If paying by cheque, please ensure you put your IRRV membership number on the back.]

Please invoice my employers for the course fee.

[Please fill in Employer's Authorisation below]

I wish to pay by 2 3 4 instalments. Please forward a standing order form.

(tick as appropriate)

I authorise you to charge my card with the amount of £

Card type: MasterCard Visa

[We do not accept American Express, Maestro, Solo or Electron cards]

Card Number

3-digit security code
[found on the back of your card]

Expiry Date / /

House number
[where card is registered]

Postcode
[where card is registered]

Tick this box if you would like a receipt



AUTHORISATION

(ALL STUDENTS SHOULD TICK THIS AUTHORISATION)

I wish to enrol as a student on the IRRV Distance Learning Course. I agree to pay the fees as indicated and I have read and agree to be bound by the [Terms and Conditions](#)

IRRV DISTANCE LEARNING EMPLOYER'S AUTHORISATION

Please tick here if your employer has agreed to pay the fee, on receipt of an invoice

Name of Officer who will certify the payment:

Position of Authorising Officer:

Telephone and extension number:

Purchase Order Number*:

*If your employer is paying you must enter a purchase order here.

Full name and address of the person to whom the invoice should be sent:

Reports on progress are available on request. Please indicate who they should be sent to:

Send reports to: _____

Position: _____

Please note that the fees must be paid prior to starting the course.

If you have any questions or comments regarding IRRV Distance Learning please contact us:
Distance Learning Team, IRRV Services, Northumberland House, 5th Floor, 303-306 High Holborn,
London, WC1V 7JZ

Tel: 020 7691 8984 Fax: 020 7831 2048 e-mail: distancelearning@irrv.org.uk