

NEW STUDENTS  
ONLY

Please attach **ONE**  
Passport photo here

# Distance Learning Registration Form 2010/2011



Name

Address

Please complete all sections of this form using **BLOCK** letters

Surname	First Name	Title (Mr/Ms)
Sex <i>Male</i> <input type="checkbox"/> <i>Female</i> <input type="checkbox"/>	Date of Birth	

Please tick **two** boxes as appropriate

**NEW STUDENT**

**RENEWAL STUDENT**

<b>Qualifications</b> (please tick appropriate box)			
<i>Leaving Certificate</i> <input type="checkbox"/>	<i>Mature Student</i> <input type="checkbox"/>	<i>*Degree</i> <input type="checkbox"/>	<i>*Other</i> <input type="checkbox"/>
<b>*Have you applied for exemptions for the 2010/2011 academic year?</b>		<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
If no please do so <b>before</b> completing this form.			

<b>Contact Details</b>	
Mailing address for general correspondence (i.e., results, project outlines, etc.)	
Mailing Address (if different from above) for modules and essential books (i.e., bulky items)	
Home Phone No.	Email (block letters)
Mobile Phone No.	
Are you in full-time employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employer's Details:	
Work Phone No.	Job Title
Employment Sector (e.g. Retail, Financial Services...)	

Please tick relevant box below

<i>Stage 3</i> <input type="checkbox"/>	<i>Stage 4</i> <input type="checkbox"/>
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### FOR OFFICE USE ONLY

<b>Student ID</b>	<b>Paid</b>	<b>Date</b>	<b>Checked By</b>
	€		
<b>Payment Method</b>			

# INSTRUCTIONS FOR COMPLETING STUDENT REGISTRATION FORM 2010/2011

## Is this form for you?

You should complete this form only if you are a **DISTANCE LEARNING** student.

## Have you the minimum entry requirements?

Leaving Certificate with one honour (i.e. C on a higher paper)  
+ 4 passes (including English & Maths)

OR

Leaving Certificate with 5 passes (including English & Maths)  
+ 1 year's work experience or study course

## Are you a mature student?

If you are over 21, please send a copy of your birth certificate in order to gain entry as a mature student.

## Have you third level qualifications?

If you have a degree or other professional qualifications please send an official transcript, available from your place of study, showing the subjects studied and grades awarded in each year of your course. You will be notified of your exemptions and the fees associated with them. *Only after receiving our letter should you complete this form.*

## What will it cost you?

The 2010/2011 registration fee is €1,750 per stage. (*Breakdown as follows: registration + first Module is €700. Each additional Module within the same academic year is €350*). Any exemption fees payable should be added to that (€20 per subject for Stage 3 only, no exemption fee applies to Stages 1 & 2). Exam fees for May are included. Overseas students **must** pay in full with this form. Fees cannot be transferred to another academic year and are non-refundable. **EARLY BIRD SPECIAL** – Students who register and pay for all four modules in Stage 3 or Stage 4 by 5pm on Wednesday 15<sup>th</sup> September 2010 may choose either a discount of **€100** or an Easons Voucher to the same value.

## What should you do now?

- Complete the registration form
- Attach Leaving Certificate + photograph (new students only)  
(If applying as a mature student attach birth certificate instead of Leaving Certificate)
- Complete Remittance Advice Form attached and enclose cheque/postal order/bank draft **or** complete your Credit Card details
- Post the form together with documentation and remittance to:

**The Marketing Institute**  
*South County Business Park*  
*Leopardstown*  
*Dublin 18*

Telephone: 01-2952355    Fax: 01-2952453    Email: [education@mii.ie](mailto:education@mii.ie)    <http://www.mii.ie>



# GRADUATESHIP Distance Learning Student Registration 2010/11

**Please note that BOTH sections below MUST be completed.**

## SECTION 1

\*NAME ..... STUDENT ID .....

\*Student's name, i.e. not name of cardholder

TEL. NO. ....

Full Stage 2010/11	€1,750.00	Registration, 4 Modules, Essential Textbooks, May Exam Fees
Registration + first Module	€700.00	Module, Essential Textbooks and May Exam Fees
Exemption Fee	€20.00	per subject, e.g. all Stage 3 is €100.

## SECTION 2

*Please complete either (a) or (b)*

### (a) **Cheque/Postal Order/Bank Draft**

I hereby enclose €.....for my 2010/11 registration.

- Please tick relevant box
- Cheque
  - Postal Order
  - Bank Draft

### (b) **Credit Card**

Please debit my card in the amount of €.....for my 2010/11 registration.

- Please tick relevant box
- Laser
  - Visa
  - Mastercard
  - American Express
  - Diners

Card Number	
Expiry Date	
3 Digit Security Code	
Card Holder's Name	
Card Holder's Address	

**If you have any queries, please contact the Education Department at 01-2952355**

# DISTANCE LEARNING - RATE CARD

## ACADEMIC YEAR 2010/2011

### PAYMENT IN FULL PER STAGE

The fee for the distance learning programme is €1,750 per year. The registration year runs from September 1 to August 31. The fee covers the entire package of four modules, including course materials, essential textbooks and individual tutorial support, tutorials, revision course fees and examination fees (May sitting only). This is a total payment and may not be reduced for a student who, for instance, does not wish to avail of part of what it covers (tutorials, tutors, textbooks, May exams). When payment is made in full, text books and modules are normally posted in one mailing.

### PAYMENT BY INSTALMENTS PER STAGE

Installments are €700 for the first and €350 for each additional module, payable before mailing of module. These fees cover the entire package as outlined above. Overseas students cannot pay by installments. **Overseas students must pay in advance in one installment per year and will incur an additional carriage charge (€85 within the EU, €120 outside the EU).**

### PAYMENT FOR INDIVIDUAL MODULES

If only one module is being taken, then the appropriate payment is €700. If two modules are taken within the same registration year, the payment is €1,050; three €1,400; four €1,750. This is the case even if the modules are from different stages, as long as they are taken within the same registration year. Payment for the first module (€700) is deemed to cover registration. Exemption fees where applicable must be added to first module payment.

### INCOMPLETE STAGE

- *Missing/Failed Exams* In order to sit examinations a candidate must be a registered student. If a student registers for a full year (€1,750) receiving all the materials and supports, but takes no examinations/or fails two or more of those taken, that student may take the examinations the following year by registering as a **Home Study Student** for the year, paying €275 by October and €130 exam fees (4 subjects) by March. This student receives none of the distance services during that year (Home Study Student).
- *Repeating Exams* A student who fails one subject/project may continue into the following stage, paying the normal distance fees for the following stage. The student pays an examination fee (€50) to repeat that subject/project. A student who fails two or more examinations repeats the year as above.
- *Less than 4 modules* A student who has taken part of a stage one year and wishes to take the remaining modules of that stage the following year, must start the process again. In other words, the first module of the new registration year costs €700 and each additional module €350.

### EXAMINATIONS

May examination fees are covered by the module fee for all distance learning students. However, students who take examinations in August, whether for the first time or as repeats, must pay fees (€50 one subject/project; €20 each additional).

**N.B. Examination Centres are not guaranteed outside Dublin for students living in Ireland.**

Overseas candidates who sit August examinations (overseas) are required, in addition, to cover the cost incurred of all administration, i.e., postage, invigilation & venue costs. For further information on exam issues, please contact Carole Ann Bardon, [caroleann@mii.ie](mailto:caroleann@mii.ie).