

# Result Enquiry Application Form for Corporate & Professional Qualifications

Before completing this form you should read the The London Institute of Banking & Finance Assessment Result Enquiry Policy, which can be found on our website, [www.libf.ac.uk](http://www.libf.ac.uk). If you have any queries please contact us on +44 (0)1227 818609 or email [support@libf.ac.uk](mailto:support@libf.ac.uk)

You must return the completed form together with payment within 10 working days of the receipt of your assessment result for it to be accepted.

Please submit your completed application form to Student Support Services, The London Institute of Banking & Finance, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ, United Kingdom. Alternatively you can email it to [support@libf.ac.uk](mailto:support@libf.ac.uk).

## YOUR DETAILS

LIBF number (if known) \_\_\_\_\_ Title (Mr/Mrs/Ms etc) \_\_\_\_\_  
 First name(s) / Given name(s) \_\_\_\_\_  
 Last name / Family name \_\_\_\_\_  
 Previous name (Please tell us any previous name you have used that would help us link this registration to any other records we may hold for you)  
 \_\_\_\_\_  
 Date of birth (DD/MM/YYYY) \_\_\_\_\_ Gender Male  Female  Non-Specific

## CONTACT DETAILS

Email address \_\_\_\_\_  
 Please provide a telephone number we can use to contact you if necessary:  
 Telephone no. \_\_\_\_\_ Mobile no. (if different from Telephone no.) \_\_\_\_\_  
 Security word \_\_\_\_\_  
 Please tick relevant prompt for security purposes  Mother's maiden name  Place of birth  Memorable date  
 \*Please note that having a valid email address is a compulsory requirement of study and must exist to activate your online account..

## EMPLOYMENT

Job title \_\_\_\_\_  
 Employer / business name \_\_\_\_\_

## ADDRESS DETAILS

Business address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode / Zipcode \_\_\_\_\_ Country \_\_\_\_\_  
 Home address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode / Zipcode \_\_\_\_\_ Country \_\_\_\_\_  
 Please indicate which address you would prefer us to use for postal correspondence: Business  Home

## RESULT ENQUIRY INFORMATION

Assessment	_____	<input type="checkbox"/> Type 1 - Clerical check and Remark	<b>Total due</b>
	_____	<input type="checkbox"/> Type 2: Individual feedback report	£80.00
Date	_____	<input type="checkbox"/> Type 3: Type 1 and 2 together	£125.00
			£160.00

\*For paper based MCQ exams in International Trade Finance only a Type 1 Enquiry is available.

## PAYMENT DETAILS

### TOTAL PAYABLE

£ \_\_\_\_\_

### Payment options

I authorise The London Institute of Banking & Finance to debit my Visa / MasterCard / debit card for the total payable

Card number

Expiry date   /   Valid from   /

Issue number    (if applicable) Security number\*

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

\*This is the last 3 digits found on the signature strip on the reverse of your card.

I enclose a cheque for the total payable, made payable to The London Institute of Banking & Finance

I will pay by bank transfer (ensuring all bank charges are covered)

Bank transfer information (please provide your details with the transfer so we can trace your payment):

Account Name: The London Institute of Banking & Finance

Account Number: 10514632

Sort Code: 20-18-00

International Bank

Account Number (IBAN): GB83 BARC 2018 0010 5146 32

SWIFTBIC (Bank Identifier Code): BARCGB22

## YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** ([www.libf.ac.uk/privacy](http://www.libf.ac.uk/privacy)).

## DECLARATION

I declare that the information contained in this form is true and accurate, consent to the processing and use of personal data as outlined in the **Privacy Notice** and accept our **terms and conditions**.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry

## OFFICE USE ONLY

Date form received \_\_\_\_\_

Is this within 10 days of the examination result issue to which it relates?

Yes  No

Correct fee paid?

Yes  No

Form received and processed by

Operations Department

Date \_\_\_\_\_