

Result Enquiry Application Form (Financial Education)

This form must be returned to The London Institute of Banking & Finance within 10 working days of the release of the provisional examination results. Please see the **Key Dates and Deadlines document** for set-date examinations deadlines. Forms received after the specified deadline will not be processed. The fee for this service is £42; this form will not be accepted by The London Institute of Banking & Finance if it does not include the appropriate fee. Result enquiries can take up to 10 working days to process. Once an outcome has been reached, this will be communicated with the centre's Examination Officer.

Please return this form to **fcexams@libf.ac.uk**

SECTION 1 – CENTRE DETAILS

Centre name _____ Centre postcode _____
Examinations officer name _____ Contact number _____

SECTION 2 – STUDENT DETAILS

If you have more than one student requesting a result enquiry for the same reason, then please complete one form and list all students below.

Student name _____ LIBF number _____
Qualification _____ Unit _____
Exam session number _____ Exam date _____ - _____
Additional students (if required) _____

SECTION 3 – BASIS FOR REQUESTING A RESULT ENQUIRY

Please describe the circumstances that you believe have led to an unfair and/or inaccurate result of the examination:

Please continue on a separate sheet if necessary

SECTION 4 - PAYMENT DETAILS

Please tick one payment option:

- I enclose a cheque for the total amount payable
- I would like the centre to be invoiced for the total amount payable (requires an Examination Officer signature)
- _____
- I authorise The London Institute of Banking & Finance to debit my Visa / MasterCard / Switch Card for the total amount payable (£42.00 per Result Enquiry)

Card number _____ Name on card _____

Expiry date ____/____/____ Valid from ____/____/____ Issue number _____ (if applicable) Security number*** _____

Cardholder signature _____ Date _____

Address and postcode of cardholder:

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

SECTION 5 - 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)

SECTION 6 - 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.
- I understand that the outcome of this result enquiry is final, and may lead to an increase or decrease in total marks awarded.
- I confirm that I have read the **Assessment result enquiry policy** and understand it

Examinations officer signature _____ Date _____

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