

Applications and Registration

How do I apply to the programme?

Applications are currently being accepted online by clicking 'Apply Now' on www.iob.ie/gdftp

Early applications are encouraged as if demand from applicants exceeds available places a waiting list system will apply.

Before you apply online, please make sure you have the following ready to support your online application:

- A current CV
- Copies of your result transcripts (for degree holders). These are available from the Registrar's Office of the awarding institution.
- A completed Declaration of Work Experience Form (signed and dated by your current employer). This form is available from www.iob.ie/gdftp

Once fully submitted, your online application will then be assessed by the programme manager. This can take up to ten working days. If you haven't heard from us after ten working days, please contact the programme manager at:

E: gerry.grenham@iob.ie

T: (01) 611 6526 (direct)

If your application is successful, the programme manager will send you an offer letter to the programme. A registration and Institute of Banking membership form (if appropriate) will be included with your offer letter.

I have received my offer letter, what now?

Congratulations on being accepted on to the programme - the next step is registration.

You must be a member of the Institute of Banking, the Irish Tax Institute or the LIA to register to the programme. Please make sure that your membership is up to date with your membership organisation.

If you are an LIA or ITI member, for the purposes of registration with the Institute of Banking you have been allocated an IoB membership number. You must use this membership number for all dealings with the Institute.

How do I become an Institute of Banking member?

You can become an Institute of Banking member by:

- Calling our customer service team on (01) 611 6500
- Completing our membership application form online at www.iob.ie
- Completing the membership application form included with your offer letter including credit card details or a cheque/draft. Cheques should be made payable to The *Institute of Banking*.

How much is the Institute of Banking membership fee?

Membership is €40 per calendar year.

This means that regardless of what month you join you will be charged a membership joining fee of €40 and your annual membership fee will be due again the following January.

How will I know when I have been registered?

You will receive an order confirmation email when you have been registered.

How can I register to the Graduate Diploma in Financial Planning?

You can register to the programme in the following three ways:

1. Register online using the link that the programme manager will give you as part of your offer letter - you will need to have your credit card details to hand.
2. Calling the Customer Service Team on (01) 611 6500 - you will need to have your credit card details to hand.
3. Complete the registration form included with your offer letter and returning it to:

Registrations Team
Institute of Banking
IFSC
1 North Wall Quay
Dublin 1

You will need to include credit card details or a cheque/draft. Cheques should be made payable to *The Institute of Banking*.

If you are posting back your forms please note that it can take up to ten working days to process your registration. If you haven't heard from us after this time please contact our registrations team at registrations@iob.ie

What are the fees and when should they be paid?

The fees are €4,400 for the first academic year (€6,600 for the programme in total).

We encourage all candidates to register for the full academic year, but if you choose to register on a per module basis, fees are broken down as follows:

Module	Fee
Semester 1 – Year 1	
Principles and Ethics of Personal Financial Planning	€1,100
Tax and Estate Planning	€1,100
Semester 2 – Year 1	
Retirement Planning	€1,100
Asset Management	€1,100
Semester 1 – Year 2	
Financial and Risk Management	€1,100
Integrated Personal Financial Planning	€1,100

Fees will be reviewed annually.

You will not get access to your learning supports or lecture timetable until you have paid your fees in full.

How can I pay my fees?

Fees can be paid by cheque/draft or credit card. To pay by credit card call our Customer Service team on 01 6116500, go to www.iob.ie or post back the registration form with your credit card details or cheque/draft to:

Registrations team
Institute of Banking
IFSC
1 North Wall Quay
Dublin 1

Cheques should be made payable to: *The Institute of Banking*.

My employer has indicated that they will pay the fees for me – how do I proceed with this?

Some employers have an existing invoicing arrangement in place with the Institute of Banking. This means that your employer can be invoiced directly for your fees. Please check with your HR/Training department before submitting your registration form. You can also check with our registrations team, contact registrations@iob.ie.

Other Frequently Asked Questions

I have received a conditional offer letter, what is this?

This means that you have been accepted on to the programme, pending producing further information to support your application.

The further information needed will be detailed on the conditional offer letter.

Are there any exemptions available?

Yes, a maximum of three exemptions may be granted on the basis of comparable modules successfully completed at postgraduate level.

What are the criteria applied to award an exemption?

There are 3 criteria:

- **Level:** The module you passed and are using to seek an exemption from one of the modules must be at level 9. A module taken at degree level is not valid as that is at level 8 and cannot be used to gain an exemption at level 9
- **Size:** The module you passed and are using to seek an exemption from must be 10 ECTS credits
- **Content:** Coverage on both modules must be predominantly the same

How do I apply for an exemption?

If you think you meet the above criteria then you should contact programme manager to discuss this further at:

Dr Gerry Grenham
Head of Postgraduate Programmes

E: gerry.grenham@iob.ie
T: +353 (1) 611 6526

Checklist

1. Submit your online application at www.iob.ie/gdfp
2. If successful you will be sent an offer letter from the programme manager with an application form
3. Become a member of the Institute of Banking or, if you are already a member, make sure your membership is up to date.
4. Return your registration form and payment details to:

Registrations Team
The Institute of Banking
IFSC, 1 North Wall Quay
Dublin 1.