

## Exemption request form

The iam cannot consider exemptions or provide advice on exemptions unless made on this form and accompanied by the appropriate fee. Exemptions are considered against the criteria and list of qualifications set out in our Exemption policy document.

**Please ensure you have read this document prior to completing this form.**

### Section A

Please use block letters:

Surname:	
Other names:	
Title (delete as appropriate): Mr / Mrs / Miss / Ms / Other:	
Address ( Address must be cardholder's):	
Country:	Postcode /Zip:
Telephone:	Email:
Membership Number:	

### Section B

I wish to claim exemption form the following modules:

Qualification	Module	Requested (tick as appropriate)	Granted (Official use only)
<b>Level 3 Certificate in Administrative Management</b>	Inside organisations		
	Working with people		
	Administrative practice		
<b>Level 4 Diploma in Administrative Management</b>	People in organisations		
	Administrative systems and processes		
	Professional administration		
	Information for decision making		
	Case study 1 or Project report 1		
<b>Level 5 Advanced Diploma in Administrative Management</b>	Administrative systems in the organisation		
	Strategic issues in administration		
	Administrative management of resources		
	HR management and practice		
	Case study 2 or Project report 2		

### Section C

Existing qualifications not currently on exemption list:

Qualification title	Awarding body	Examination pass date	Supporting documents attached

### Check list

Have you included the following documentation?

Syllabus	
Assessment details/sample papers	
Qualification certificate(s)	
Paymen	

### Section D

Methods of payment:

I enclose a remittance for: £\_\_\_\_\_

**Cheque/Bankers Draft**

(payable to 'The Institute of Administrative Management')

**Debit card:**

Delta  
 VISA

Solo  
 Switch

**Switch only:**

Issue No:   
Start Date:  /

VISA

Mastercard

Card No:  /  /  /   
Expiry Date:  /   
Security No:  (Last 3 numbers on reverse of card)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to: Customer Services, iam, 6 Graphite Square, Vauxhall Walk, London, UK, SE11 5EE Fax: +44(0)2070912619 email: [info@instam.org](mailto:info@instam.org)**

*Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see [www.instam.org](http://www.instam.org)*