



This form of five pages when completed should be returned to the IPA Student Officer, Maria Weemes, Insolvency Practitioners Association, Valiant House, Heneage Lane, London EC3A 5DQ

SM1: Application for Student Membership for those who:

- Wish to study for the IPA's Certificate of Proficiency in Insolvency Examination (CPI) or the Recognised Professional Bodies' Joint Insolvency Examination (JIE).

Before completing the application form you should have read the relevant IPA Articles, Rules, Regulations and Guidance, together with the Notes on page 5.

Notes:

○ **Part 3 – Your Experience and Qualifications**

While there are no experience or qualification requirements for a Student Member, it will nevertheless be helpful to us to know something about your background so that we can build up a picture, or series of pictures, of those interested in studying for the CPI and JIE; and to consider how student support and network opportunities might be developed.

○ **Part 4 – Which Examination?**

You should indicate here which examination you envisage sitting:

- The CPI is held once a year in June
- The JIE is held once a year in December

Following your admission to membership, we will send you as soon as it is available an entry form for the examination you have indicated, in good time for completion before the closing date for entry. The exact closing date will be shown on the form and will be notified on the IPA website.

○ **Part 5 – Your Sponsor**

Your application should be supported by a sponsor who may be an insolvency practitioner (whether or not a member of or authorised by the IPA); your employer; or some other person of standing able to vouch for your good character and suitability to become a Student Member of the IPA.

The sponsors should provide a letter addressed to the President of the IPA (not "to whom it may concern") setting out:

- (1) his/her full name, address, telephone and fax numbers and e-mail;
- (2) his/her job title/position and any qualifications, honours, decorations
- (3) the capacity in which he/she has known you, and for how long
- (4) his/her view of your character and suitability to be a Student Member of the IPA.

○ **Part 6 – Your Suitability**

The IPA may make such further and other enquiries of third parties as it considers appropriate to satisfy itself as to your suitability to be a Student Member.

Student Membership Fees are shown at page 4.

Examination Fees will be shown on the examination entry form.

Should you need an indication of when the examination entry form will be available, the examination venues and the likely examination fee, please contact us at:

Tel: 020 7397 6400



SM1: Application for Student Membership

Please complete in typescript or black/blue ink using block capitals for easier reading

Part 1 – Your Personal Details

Title and First Name(s)	
Surname/Family Name	
Nationality and place of birth	
Date of Birth (dd/mm/yyyy)	
Home Name/Number and Street	
City/Town, County and Postcode	
Country (if outside UK)	
Telephone Area Code and Number	

If you are a member of another professional body (or bodies), please provide:	
Name of the body	
Your designatory letters	
Date of your admission	
Your membership number	

Part 2 – Your Employment Details

Name of Firm/Partnership/Company for which you work	
How long you have worked here	
Your current job title/position	
Nature of Firm/Partnership/Company business	
Building Name/Number and Street	
City/Town, County and Postcode	
Country (if outside UK)	
Telephone Number (Main Switchboard)	
Firm/Partnership/Company Website	www.
Your E-Mail Address	

We use e-mail for the majority of our communications: mail will be sent to your residential address and your employment address will be published in our list of members.

For Office Use				

Part 3 – Your Experience and Qualifications

Please set out details of your employment during the last five years (including any different job title/position with your current employer):

Your Job Title/ Position	Your Employer	Dates you started and left	Nature of Work

Please set out details of your examination passes (including number and range of GCSEs), degrees or equivalents you may have:

Qualification, etc	Date passed

Part 4 – Which Examination will you be sitting?

It would be helpful to us in completing an upgrade of our database and ensuring that you receive the right examination information if you would kindly indicate which examination(s) you are currently studying for and when you plan to sit it (them)

Examination	Sitting
CPI	
CPPI	
CPCI	
JIE - Personal Insolvency	
- Liquidations	
- Administrations, CVAs and Receiverships	

Part 5 – Your Sponsor

Please provide and attach details of your sponsor who may be an insolvency practitioner (whether or not a member of or authorised by the IPA); your employer; or a person of standing who is able to vouch for your good character and suitability to become a Student Member of the IPA:

****Do not forget to include your sponsor letter with your application form****

Name of Sponsor (1)	Position
Firm/Company	
Address	
Tel	E-mail
How long has your sponsor known you?	
In what capacity has your sponsor known you? [IP, employer, personal, etc]	

Part 6 – Your Suitability for Student Membership

Please answer all questions.

If you answer yes to any question, you will need to include a covering letter and any supporting documents for the Membership and Authorisation Committee when considering your application.

If insistence if you notify us of some prior insolvency action against you at question d you should provide a full explanation of the matters that gave rise to that action, the result of the proceedings, when it concluded and references by any insolvency practitioner involved.

(a) Have you previously been a member of the IPA (and your membership number)?	
(b) Have you been refused admission to, or been removed from, any professional body or similar association; or is there any action pending?	
(c) Have you been the subject of any adverse findings by the IPA or another professional body or any government, statutory or regulatory authority (including The Insolvency Service) in relation to any matters, whether by way of financial penalty or other disciplinary action (including reprimands, warnings and undertakings); or are there any matters (including complaints) currently being considered by any of them?	
(d) Have you been or are you the subject of a bankruptcy order, sequestration order, voluntary arrangement, deed, scheme, composition or other form of agreement or debt management plan with your creditors; or are there any proceedings pending?	
(e) Have you been or are you a director of, or involved in the management of, a company which has gone into liquidation, administration or administrative receivership or entered into a company voluntary arrangement, scheme, composition or other form of agreement with its creditors; or which has been or is the subject of a statutory or regulatory investigation?	
(f) Have you been the proprietor or partner in any business or been a director of or involved in the management of, any other company which ceased trading leaving creditors unpaid?	
(g) Have you had any judgments entered against you; and are there any still outstanding?	
(h) Have you been the subject of proceedings alleging negligence, misconduct or other liability in relation to an insolvency or other professional matter; or are there any proceedings pending?	
(i) Have you been convicted of any criminal offence, other than a minor motoring offence not resulting in disqualification; or are there any proceedings pending?	
(j) Have you been or are you subject to a disqualification order or undertaking in relation to a company or office or subject to a bankruptcy restriction order or undertaking; or are there any proceedings pending?	
(k) Have you been removed or dismissed from any form of employment or engagement on grounds of misconduct, incompetence or unfitness, or from any fiduciary office or position of trust (whether or not remunerated) including as an insolvency office holder; or is there any action pending?	
(l) Have you been or are you a patient within the meaning of Part VII of the Mental Health Act 1983 or of section 125(1) of the Mental Health (Scotland) Act 1984?	

In addition to the matters mentioned here, the IPA may require information and explanations in and about any relationship and dealings you might have had or have with any individual, firm, partnership or company which has been or is the subject of complaint to or investigation by it (the IPA), another RPB or any other professional body or any government, statutory or regulatory authority (including The Insolvency Service).

Part 7 – Declaration – PLEASE READ CAREFULLY

(1) I hereby apply for Student Membership of the IPA, for which I believe I am suitable. I acknowledge that I am bound by the IPA Articles, Rules, Regulations and Guidance in relation to my membership.

(2) The information provided by me in this application is true, and I have disclosed here all and every facts and circumstances which are material to consideration of my application. I understand that any false, inaccurate or misleading information provided by me may lead to a refusal of my application, or disciplinary action in relation to, and suspension or withdrawal of my membership of, the IPA.

(3) I will immediately notify the IPA of any material change in the information provided by me here, whether it arises before or after my admission to membership.

(4) I understand that the IPA may seek information relevant to a proper consideration of my application from my current and past employers and from other third parties; and I hereby consent to the disclosure by my present and past employers and other third parties to the IPA.

(5) I attach the following:

- **Letter from my sponsor**
- **My Student Member fee**

Signature:	Date:

Do not forget to include your sponsor letter with your application form

IPA student first year’s subscription fee 2017 (dependent upon month of admission to student membership)		
With IPA Member Firm?	Apply Jan to June	Apply July to December *
Yes	£105	52.50
No	£140	£70

This **does not** include your R3 subscription:
 £80 R3 membership for those applying between January and June
 £70 R3 membership for those applying between July and December
 Please add this total on to the IPA membership when sending in a cheque. **We do not invoice.**

You will be able to establish whether the firm/company for which you work is an IPA Member Firm by searching for your firm/company name on our web site. All IPA Member Firms are clearly identified by the words “Member Firm” located immediately below the name of the company on the search results screen.

IMPORTANT INFORMATION

If you have had any Debt Management Plans, Income Protection Orders/Arrangements or Bankruptcies, then you will need to provide the Association with the relevant documents, your reasons on how you entered into this arrangement and when it was closed or expecting to close. It is the Membership and Authorisation Committee discretion to ask for further information.

Please note it is the students responsibility to ensure that they receive any exam entry forms that the Association sends out.

As a guidance only:

CPI/CPPI Exam Entry Forms get sent around February for the June sitting and September for the December sitting.

Joint Insolvency Examination Exam Entry forms get sent around August.

Contact the IPA for any changes to details, R3 must be notified separately.