



ACCREDITED TRAINING PROVIDER



# Course details form

## CISI Diploma

March and June 2010

You must register for your examination directly with the Chartered Institute for Securities & Investment (CISI), formerly known as the SII. Booking on one of our courses does not mean you are registered for your exam with the CISI. There are strict deadlines for registration, therefore ensure you are able to register for your intended exam by contacting the CISI.

The Chartered Institute for Securities & Investment  
8 Eastcheap  
London EC3M 1AE

**Tel:** +44 (0)20 7645 0600 (switchboard)  
+44 (0)20 7645 0680 (examination bookings)  
**Fax:** +44 (0)20 7645 0601  
**Email:** [clientservices@cisi.org.uk](mailto:clientservices@cisi.org.uk)  
**Website:** [www.cisi.org.uk](http://www.cisi.org.uk)

For full details of the Diploma syllabi, exam fees, exam closing dates and to find out about exemptions please visit [www.cisi.org.uk](http://www.cisi.org.uk)

### Important information

*All study materials are supplied to you by BPP Learning Media, whose aim is to provide comprehensive, easy to read and exam focused materials of the highest quality for our delegates.*

## Exam details

2010	Duration (hours)	March 2010 exam dates	June 2010 exam dates
<b>Bond &amp; Fixed Interest Markets</b>	3		23rd June (1000)
<b>Financial Derivatives</b>	3		24th June (1400)
<b>Fund Management</b>	3		25th June (1400)
<b>Global Operations Management</b>	3		25th June (1000)
<b>Interpretation of Financial Statements</b>	3		23rd June (1400)
<b>Investment Analysis</b>	3:15		22nd June (1400)
<b>Private Client Investment Advice &amp; Management</b>	3	9th March (1000)	24th June (1000)
<b>Regulation &amp; Compliance</b>	3:15		22nd June (1000)

## Simple ways to book

**Email** us at [financialservices@bpp.com](mailto:financialservices@bpp.com)

Register **online** at [www.bppfinancialservices.com](http://www.bppfinancialservices.com)

**Telephone** our Course Booking Team on **+44 (0)20 8746 4178**

Complete the booking form and **fax** it back to us on **+44 (0)20 8746 4160**

**Post** your completed booking form to:  
FS Course Booking Team  
BPP Professional Education  
1st Floor Aldine House  
142-144 Uxbridge Road  
Shepherds Bush  
London W12 8AA

# Course details

## CISI Diploma – March and June 2010 examinations

### Classroom study options

	Phase 1	Phase 2	Phase 3
<b>Bond &amp; Fixed Interest Markets</b> (8 days)	17 – 19 March	19 – 20 April	2 – 4 June
<b>Financial Derivatives</b> (9 days)	24 – 26 March	26 – 28 April	26 – 28 May
<b>Fund Management</b> (8 days)	24 – 26 March	29 – 30 April	7 – 9 June
<b>Interpretation of Financial Statements</b> (9 days)	22 – 24 March	26 – 28 April	2 – 4 June
<b>Private Client Investment Advice &amp; Management*</b> (9 days)			
March 2010 examination	14 – 16 December	18 – 20 January	22 – 24 February
June 2010 examination	17 – 19 March	21 – 23 April	26 – 28 May
<b>Regulation &amp; Compliance</b> (7 days)			
Course A	15 – 16 March	14 – 16 April	24 – 25 May
Course B	22 – 23 March	21 – 23 April	1 – 2 June
Course C	6 – 7 April	28 – 30 April	3 – 4 June

\*The PCIAM exam has an extra sitting on 9th March. This has been introduced by the CISI, as a result of the FSA's Retail Distribution Review.

# Price breakdown

## CISI Diploma – March and June 2010 examinations

### Classroom packages

	BPP Prof Education	BPP Learning Media	Total
Bond & Fixed Interest Markets	<b>£1,169.13</b> (£995.00 + £174.13 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£1,569.13</b> (£1,395.00 + £174.13 VAT)
Financial Derivatives	<b>£1,645.00</b> (£1,400.00 + £245.00 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£2,045.00</b> (£1,800.00 + £245.00 VAT)
Fund Management	<b>£1,169.13</b> (£995.00 + £174.13 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£1,569.13</b> (£1,395.00 + £174.13 VAT)
Interpretation of Financial Statements	<b>£1,316.00</b> (£1,120.00 + £196.00 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£1,716.00</b> (£1,520.00 + £196.00 VAT)
Private Client Investment Advice & Management*	<b>£1,139.75</b> (£970.00 + £169.75 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£1,539.75</b> (£1,370.00 + £169.75 VAT)
Regulation & Compliance	<b>£1,061.03</b> (£903.00 + £158.03 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£1,461.03</b> (£1,303.00 + £158.03 VAT)

### Distance Learning packages

	BPP Prof Education	BPP Learning Media	Total
Bond & Fixed Interest Markets	<b>£176.25</b> (£150.00 + £26.25 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£576.25</b> (£550.00 + £26.25 VAT)
Financial Derivatives	<b>£188.00</b> (£160.00 + £28.00 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£588.00</b> (£560.00 + £28.00 VAT)
Fund Management	<b>£176.25</b> (£150.00 + £26.25 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£576.25</b> (£550.00 + £26.25 VAT)
Global Operations Management	<b>£188.00</b> (£160.00 + £28.00 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£588.00</b> (£560.00 + £28.00 VAT)
Interpretation of Financial Statements	<b>£176.25</b> (£150.00 + £26.25 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£576.25</b> (£550.00 + £26.25 VAT)
Investment Analysis	<b>£188.00</b> (£160.00 + £28.00 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£588.00</b> (£560.00 + £28.00 VAT)
Private Client Investment Advice & Management	<b>£176.25</b> (£150.00 + £26.25 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£576.25</b> (£550.00 + £26.25 VAT)
Regulation & Compliance	<b>£176.25</b> (£150.00 + £26.25 VAT)	<b>£400.00</b> (£400.00 + Nil VAT)	<b>£576.25</b> (£550.00 + £26.25 VAT)

\*This price is for the June sitting only. The price for the March 2010 examination course is available upon application.

NB. We recommend you only enrol and sit for one paper at a time. All tuition and courses are supplied by BPP Professional Education. All study materials are supplied by BPP Learning Media. The prices quoted are inclusive of VAT at 17.5%.

# Terms & Conditions

These terms and conditions and the application form comprise the agreement pursuant to which BPP Professional Education Ltd provides classroom courses and BPP Learning Media Ltd supplies study material to the customer.

## 1. Payment Terms

- 1.1 Full payment or authorisation to invoice an employer, must accompany the application form.
- 1.2 Full payment or authorisation to invoice an employer is required when any study materials are ordered and prior to any materials being despatched.
- 1.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.
- 1.4 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement.
- 1.5 Where BPP Professional Education Ltd has received authorisation to invoice employer the following payment terms apply:
  - Full payment is due within 30 days from the date of the invoice.
  - Payment is due immediately if booking is made less than 30 days before the course start date.
  - If BPP Professional Education Ltd fails to receive full payment of the invoice by the course start date the customer may be refused entry to the course.
  - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to charge late payment interest on any outstanding invoices, at a rate of 8% above the Bank of England base rate.
  - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to recover any reasonable debt collection costs in connection with this Agreement.
  - The employer is liable for all unpaid invoices.
- 1.6 Any credit notes issued by either BPP Professional Education Ltd or BPP Learning Media Ltd will only be valid for a maximum period of 12 months from date of issue.

## 2. Study Materials

- 2.1 All study materials, including but not limited to Distance Learning Materials, CD Rom, i-Learn CD Rom, i-Pass CD Rom, Audio Success CD, Revision/Assessment/Tool Kit, MCQ Cards, Passcards, Question Banks, Review Exercises, Mock Exams (papers and suggested solutions), Online Tests, Online Tutorials, Online Downloads and Study Texts are supplied to the customer by BPP Learning Media Ltd.
- 2.2 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement and for despatch of study materials.
- 2.3 Study materials will be despatched on receipt of full payment or authorisation to invoice an employer.
- 2.4 BPP Professional Education Ltd will refund the cost of study materials (less postage and packaging) on behalf of BPP Learning Media Ltd if returned by the customer to BPP Professional Education Ltd, 3 London Wall Buildings, London Wall, London EC2M 5PD within 14 days of receipt in a re-saleable condition (for CDs this means with the security seal intact). Proof of postage must be obtained by the customer and produced in the event of any query.
- 2.5 BPP Professional Education Ltd must be notified of any queries, complaints or short deliveries within 14 days of receipt of study materials.

## 3. Classroom Courses

- 3.1 Customers must bring the relevant course joining instructions to all sessions of the course. Failure to bring joining instructions may lead to customers being refused entry to the course.
- 3.2 BPP Professional Education Ltd reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of BPP Professional Education Ltd, such an action is necessary. BPP Professional Education Ltd will notify the customer as soon as the change is made. In such circumstances, the customer has the option to reschedule the course, apply the fees to another course, or to receive a refund or credit note for the course fees paid.
- 3.3 Subject to availability, provided full payment has been received, and BPP Professional Education Ltd is informed at least 14 working days prior to the course date, it may be possible to transfer to an alternative course date, for which a course transfer fee of £25 will be charged. Such transfer may also give rise to an additional charge by BPP Learning Media Ltd for replacement study materials.
- 3.4 Under no circumstances are courses or study materials transferable between customers.
- 3.5 Customers may cancel a classroom course provided that at least 14 days' notice is given to BPP Professional Education Ltd prior to the start date of the course and a refund of the course fees will be given (less a deduction for study materials and a cancellation fee of £100). For cancellations notified less than 14 days prior to the start date of the course, no refunds will be given.

## 4. Distance Learning/Home Study Courses

Distance learning customers can upgrade to an appropriate classroom course and will be invoiced for the balance of the cost over and above the price of the distance learning course using the classroom course prices in force at the time of upgrade. There may also be an additional charge for replacement study materials.

## 5. Intellectual Property

- 5.1 BPP Learning Media Ltd grants the customer a non-transferable, non-exclusive licence to use BPP Learning Media Ltd's products (including information, training material content, software and data) under the terms of this Agreement.
- 5.2 This licence terminates upon termination of this Agreement for whatever reason.
- 5.3 The customer warrants that they shall only use BPP Learning Media Ltd's products for their own educational purposes and shall not, without BPP Learning Media Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate BPP Learning Media Ltd's products (or any part of them) to any person other than in accordance with this Agreement.

- 5.4 The customer shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of BPP Learning Media Ltd products in breach of this Agreement.
- 5.5 This clause 5 does not apply to MyBPP.

## 6. Overseas Students

- 6.1 Customers who need a student visa in order to study with BPP Professional Education Ltd must ensure that they meet their visa requirements.
- 6.2 In the case of visa refusal, a course deferral may be allowed at BPP Professional Education Ltd's discretion, provided that at least 14 days notice is given prior to the start of the course. Alternatively, a refund may be given if BPP is supplied with a copy of the visa refusal letter and a copy of the photo page of the customer's passport. Any refund given will be subject to a deduction for study materials and a cancellation fee of £100 and will only be processed if the required paperwork is received by BPP Professional Education Ltd within 28 days of the start date of the course.
- 6.3 Customers with student visas are responsible for ensuring that their attendance at class is recorded as evidence of attendance as per Home Office requirements.
- 6.4 BPP Professional Education Ltd reserves the right to remove a customer from a course at any time for failure to comply with attendance requirements and no refunds will be given.
- 6.5 BPP Professional Education Ltd will only issue customers who wish to extend their visa with a visa support letter once they have re-enrolled on a BPP Professional Education Ltd course and have paid half of the fees for that course.

## 7. Change of Address or other Contact Details

BPP Professional Education Ltd must be notified in writing of any change in a customer's contact details, including the email address specified on the customer's application form.

## 8. Security

Personal possessions are the sole responsibility of the customer and BPP Professional Education Ltd accepts no responsibility for anything that is lost or stolen from its venues. Customers are advised to keep valuables with them at all times.

## 9. Notices

Any notices required to be served by BPP Professional Education Ltd or BPP Learning Media Ltd under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the customer, at BPP's discretion.

## 10. Limitation of Liability

- 10.1 The liability for BPP Professional Education Ltd and BPP Learning Media Ltd for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the customer (or employer) for the course or study materials.
- 10.2 BPP Professional Education Ltd and BPP Learning Media Ltd shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

## 11. Warranty

- 11.1 BPP Learning Media Ltd warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.
- 11.2 BPP Professional Education Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.
- 11.3 These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

## 12. Data Protection

- 12.1 Customers agree that, in relation to information held from time to time, BPP Professional Education Ltd and BPP Learning Media Ltd may:
  - Use the information to perform their obligations and enforce rights under this Agreement.
  - Use the information to inform customers about courses, products or services which may be of interest to them.
  - Share the information with BPP group companies to inform the customer about other products or services which may be of interest to them.
  - Use the information to inform customers of feedback and exam results.
  - Communicate with the customer's employer regarding their progress, results and attendance.
- 12.2 Customers have the right to receive details of the personal information held by BPP Professional Education Ltd or BPP Learning Media Ltd. A fee of £20 will be payable.
- 12.3 In the event that customers do not wish to receive correspondence from BPP Professional Education Ltd or BPP Learning Media Ltd, a written request should be sent to the registered office.

## 13. Validity

If any provision of this Agreement is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

## 14. Jurisdiction

The parties to this Agreement irrevocably submit to the exclusive jurisdiction of the English Courts for the determination of disputes arising under this Agreement.