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Question: What is the QRF?

Answer: Qualifications Registration Form. This form is completed by candidates for registration purposes and was introduced by the Institute in April 2003. It covers a range of data needed by SII as an Awarding Body.

Question: Who needs to complete the QRF?

Answer: Any candidate who is registering for a SII **programme** (e.g. IAQ, SII Certificates etc) for the first time. If a candidate decides to undertake a different **programme**, he/she will need to complete another registration form. The QRF does not need to be completed for each examination attempt. It is only completed once per programme.

Question: When did SII decide to introduce a fee for the QRF?

Answer: It was decided early in 2004 and published then in the July and October 2004 Qualifications Bulletins.

Question: When did the fee start?

Answer: Bookings made from 1st January 2005

Question: Why did SII introduce the fee?

Answer: To cover the increasing operational cost of meeting regulatory requirements, including data protection.

Question: How much is the registration fee?

Answer: The registration fee is £25. The fee will not be changed during the 2005/06 financial year.

Question: Does the £25 registration fee become payable each time a candidate registers for another SII programme?

Answer: No. The fee is a one off payment for all candidates taking examinations from 1 January 2005. ***Once a candidate has paid their fee, they do not have to pay any further registration fee for any other programme taken with the Securities & Investment Institute.***

Question: Does everyone pay the registration fee?

Answer: No. If you are an existing student member/member you do not need to pay the registration fee. However, you will be required to complete the registration form.

Question: Are there any exemptions to the registration fee?

Answer: Everybody has to pay the £25 registration fee from 1st January 2005 unless they are student member or a member of the Securities & Investment Institute. The registration fee is waived for candidates who hold valid membership.

Question: Is the registration fee applicable to every award?

Answer: No. Candidates who are registering for the following awards: SII Diploma, Diploma in Investment Compliance or Diploma in Investment Operations do not have to pay, as they already **have** to be student members.

Question: What if a candidate wishes to become a student member/member after the registration fee has been paid?

Answer: If the candidate takes out any membership within 1 month of registering for an examination, the £25.00 will be deducted from the cost of the student membership (student membership is £55 per annum).

Question: If you registered for an award before 31 December 2004 and still need to sit further examinations to complete the award, does the registration fee have to be paid?

Answer: Yes. Any candidate registering for any examination (except the Diplomas) after the 1st of January 2005 will have to pay the **one off registration fee of £25**.

Question: Do candidates sitting SII qualifications internationally (i.e. outside the UK) have to pay a registration fee?

Answer: No. The registration fee is incorporated into the price of qualifications set internationally (see website for price list)

Question: If a SII member allows his/her membership to lapse, do they have to pay the £25 registration fee if they take subsequent SII qualifications?

Answer: Yes. They will have to either pay the registration fee for the next examination they take or renew their membership status

Q&A Date - 08/03/2005