

APPLICATION FORM: HIGHER DIPLOMA IN BUSINESS IN INSURANCE MANAGEMENT (MDI) – use this form for all modules



(PLEASE USE BLOCK CAPITALS) Please note incomplete forms will be returned

MEMBERSHIP NUMBER (If known)									
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If you are not a member of the Insurance Institute, please tick this box. ☐

Before completing this application, please review the Higher Diploma in Business in Insurance Management Programme details at:
<https://www.iii.ie/qualifications/higher-diploma-in-insurance-management>

As this programme is placed at Level 8 on the National Framework, there are specific entry requirements which must be satisfied before you can be first admitted.

If this is your FIRST application, please complete the Entry Requirements Section of this form.

Entry Requirements		If you have successfully completed an MDI coded module previously, you do NOT need to complete this section			
As the Higher Diploma in Business in Insurance Management is on the National Framework of Qualifications (NFQ), there are specific entry requirements which must be satisfied before you can be admitted onto the programme. Please provide the following information in order for us to assess your eligibility as part of your application.					
Please select from the following list, your highest education qualification (as on the NFQ Ireland framework)					
• Level 10 / Doctorate	☐ Yes	☐ No	• Level 9 / Masters	☐ Yes	☐ No
• Level 8 / Hons Degree	☐ Yes	☐ No	• Level 7 / Degree	☐ Yes	☐ No
• Level 7 / Certificate in Insurance Practice (CIP) or equivalent AND 3 years post-CIP work experience in either scenario				☐ Yes	☐ No
RPL Notice If you hold CIP for less than 3 years and DO NOT hold another Level 7 or higher qualification, you may still be eligible to be admitted under the Recognition of Prior (RPL) process. Please contact the Education Department: rpl@iii.ie or 01 645 6670 to discuss					
External Qualifications If your highest qualification was obtained outside Ireland, please refer to the NARIC Ireland Foreign Qualifications Database to identify the Irish equivalent of the qualification you hold. https://qsearch.qqi.ie/WebPart/Search?searchtype=recognitions					

Personal Details	
Salutation Mr/ Ms/ Mrs/	
First Name	
Surname	
Home Address (Note that due to HEA statutory requirements, you MUST provide your home address & Eircode details here)	
Eircode	
Telephone	
Mobile	
Email Address 1*	
Email Address 2*	
Date of Birth	
Gender	☐ Male ☐ Female

Employment Details	
Employer	
Job Title	
Work Address	
Eircode	
Work Telephone	
Address where you wish to receive exam related materials: ☐ Home ☐ Work	
Please note if you select home address, materials will be delivered 9am to 5pm Monday to Friday and will require a signature.	

Additional Assistance	
Candidates who have a physical or sensory disability or a specific learning problem (e.g. dyslexia) and who wish to avail of support, please contact Deirdre Morrissey in Member Services who will advise you how to apply and the supporting documentation required. If you have any further queries, please contact: memberservices@iii.ie - 01 645 6670	

* Please note 2 unique email addresses are required

Student Details*

*The following information is required by our awarding body, ATU Sligo

I have already provided the required Student Details information in a previous application. ☐	I am not resident in the Republic of Ireland and have no PPS Number ☐
Country of Birth	Nationality
PPS Number	ATU Sligo Student Number (if known)

Exam Details (See also: Course Fees)			
Module Code	Course Requirements	Registration & Textbook	Repeat Registration & Textbook
MDI-01	Compulsory Modules	☐	☐
MDI-02		☐	☐
MDI-04	Complete any 1 of these 3 modules	☐	☐
MDI-05		☐	☐
MDI-06		☐	☐
MDI-07	Complete any 2 of these 3 modules	☐	☐
MDI-08		☐	☐
MDI-09		☐	☐

Payment Details														
Payment Method		☐ Cash/Cheque/PO		☐ Credit/Debit Card		☐ Sponsoring employer*								
Amount €		 												
Cheque/ PO Number		 					(Please cross your payment and make payable to 'The Insurance Institute')							
Credit / Debit Card ☐ Laser ☐ Mastercard ☐ Visa ☐ Amex														
Number 														
Name 														
Expiry Date		 			/		 			CVV (Last 3 digits on reverse of card)			 	
Sponsoring Employer														
Contact Details														
PO Number (if applicable)														
Tick category you are applying for ☐ Student Member ☐ Standard Member														

*Sponsorship will be verified with your employer by The Insurance Institute before your application is processed. Please note that we may also contact your sponsoring employer on renewal

Micro-Credentials (Digital Badges) – For Modules MDI-04, 05 & 06 ONLY	
Micro-credentials provide a flexible route to qualifications that will allow you to expand your knowledge and skillset in a shorter timeframe. In partnership with the Atlantic Technological University (ATU), the Institute is offering specialist digital badges in Motor Insurance, Liability Insurance and Commercial Property & Business Interruption Insurance, to learners who wish to complete any of these Higher Diploma product modules. More details are available here On successful completion, learners will receive a certified Digital Badge, jointly awarded by ATU and the Insurance Institute for: ▪ MDI-04 - Motor Specialist; ▪ MDI-05 - Liability Specialist; ▪ MDI-06 - Commercial Property and Business Interruption Specialist. Please answer the following: ▪ Tick the option that best describes your motivation for taking MDI-04, MDI-05 or MDI-06:	
I am not taking MDI-04, 05 or 06 at this time, therefore this question is not relevant to me.	☐
I am taking this module solely to earn the Digital Badge at this time.	☐
I am taking this module to earn the Digital Badge and continue towards achieving the Higher Diploma award.	☐

Course Fees 2026 (per Module)		
Registration Type	Fee per module	- Registration fee covers all materials and access to classes and textbook - Assignments are all submitted online - An Assignment Resubmission is due to a fail result after the assignment has been corrected. - An Extenuating Circumstance is where an assignment has to be submitted after the published deadline – due to illness, accident, injury or bereavement etc. - A Module Deferral is where the entire module is being deferred into the next available Higher Diploma term - See Higher Diploma Assessment Regulations for more details. - The MCQ exam may be re-registered for if the assignment has been successfully completed. - Late applications cannot be accepted on this course. * An MCQ exam re-registration taken outside the normal exam sitting cycles will attract an additional charge – please contact Member Services. All Institute fees are non-transferable and non-refundable. Whilst a service registered for may be cancelled (e.g. a membership or exam application), the fee cannot be refunded or transferred once the application has been processed.
Module Registration Member	€595	
Module Registration Non-Member	€645	
Module Re-Registration Member	€430	
Module Re-Registration Non-Member	€480	
Assignment Resubmission	€130	
MCQ Exam Re-Registration*	€125*	
Extenuating Circumstance Assignment Re-Registration	€70	
Module Deferral	€195	
Exam Recheck (MCQ Only)	€40	
Exemption (per programme)	€95	

Data Protection and Privacy

1. The Insurance Institute respects the right to privacy of its members.
2. The Insurance Institute processes personal data in accordance with Data Protection legislation and the Institute's Data Protection & Privacy Policy [available at www.iii.ie/Data-Protection-And-Privacy-Policy]
3. When examinations are provided in the online environment, the Institute appoints a third party contractor to invigilate the examinations and to collate the results of multiple choice examination questions. For the purpose of invigilation, it is necessary for the Institute to provide certain personal data to the third party contractor. It is also necessary for the contractor to collect additional personal data from the candidate. If this application concerns an examination to be taken remotely, it is mandatory that you read the Addendum to the Privacy Policy applicable to online examinations [available at – www.iii.ie/Portals/0/Documents/Membership%20Information/data-protection-and-policy-addendum.pdf]. Please confirm that you have read this and give your consent to the collection and processing of this data in accordance with the terms of the Addendum, by ticking the box below:

For the purpose of taking my examination in the online environment, I confirm that I have read the Addendum to the Data Protection and Privacy Policy of the Institute applicable to online examinations and I hereby consent to the processing of my personal data in accordance with the terms of that Addendum

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Terms and Conditions

Maximum Modules per Semester

I hereby agree that the maximum number of Higher Diploma modules I may register for and take in any one semester is two, regardless of whether these modules are taken for the first time or as repeats, unless by written agreement with the Insurance Institute.

Use of Company Specific Information

I hereby agree to seek permission from my employer to disclose any company specific information within my assignments or to anonymise my submission so that confidential information is protected.

The Institute ensure, under their code of ethics, to not make improper use of information or disclose, or allow to be disclosed, information provided to them in the course of application, registration, extenuating circumstances and submission of assignments.

Employer Sponsorship

I hereby agree that where my employer is sponsoring my module, the Insurance Institute may share the following information with them:

- Confirmation of registration
- Module results (pass/fail/withheld only)
- Attendance/non-submittal/deferral of assignment
- Designation status (if accepted)

Please note that we do not disclose to employers any information regarding physical or mental health issues with are notified to us (e.g. for deferral of assignment).

Other Third Parties

We may also share your information with our educational partners (e.g. CII) or other relevant third parties e.g. assessors, 2nd markers, anti-plagiarism software provider, lecturers or as required in order to comply with legal, regulatory or compliance obligations. We also share your address/contact information with our textbook fulfillment service provider(s).

Designation Status & CPD

- I hereby agree that if I hold an Insurance Institute designation I will:
- Maintain my membership of the Insurance Institute
 - Fully participate in a Continuing Professional Development (CPD) Scheme and comply with its requirements
 - Provide the Insurance Institute with my accurate and up to date contact details

I hereby agree that as a condition of my CPD membership of the Insurance Institute, it may provide information on my CPD activity to its Professional Standards Committee (PSC) which oversees the administration of our CPD Scheme and ensure the upholding of professional standards and ethics throughout the industry.

Student Charter

I agree to abide by the rules and regulations of assessment, code of ethics and membership terms and conditions. I understand that I am required to:

- Attend and participate in classes and scheduled examinations
- Submit on or before the stated deadline
- Allow my submission to be checked by anti-plagiarism software
- Submit my own researched and referenced work
- Adhere to the assessment rules and regulations
- Provide ample notice and collaborating evidence for missed submission deadline and pay any fee incurred
- Not provide information in my assignment that will compromise the confidentiality of my employer and its business

The Institute agree to provide all necessary materials and classes for your module, provide supports and services to assist you in the course of your studies, treat all written submissions as confidential and seek your feedback to evaluate and continuously improve our services and programme offerings.

Declaration

I wish to apply to participate in the Higher Diploma in Business in Insurance Management (MDI) programme and for the module(s) I have indicated.

I hereby confirm that I have read, understood and agree to the terms and conditions set out on this form and as published in the following documents (available at www.iii.ie)

- Higher Diploma in Business in Insurance Management (MDI) Rules and Regulations
- Code of Ethics
- Prospectus
- Data Protection & Privacy Policy
- Membership Terms & Conditions

I also hereby confirm that, if completed on this form, the entry requirements information I have provided are true, complete and accurate and I am aware that I will be required to provide supporting evidence on request.

Name (please print)

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Signed															Date			/			/				
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