

EXAMINATION REGISTRATION FORM



EXAMINATION REGISTRATION APRIL 2022

Dear Student,

Please will you ensure that your exam registration form and payment is received between 1st February to 2nd March 2022 at National Office, P O Box 10336 Harare. A late examination fee will be charged for all late entries for specified period. Thereafter, there will be no extensions to deadlines. You may use this form to make application to write examinations or you may write a letter but ALL the details on this form **MUST** be supplied to ensure your registration is accepted. Failure to write registered examinations will result in the examination fee being *forfeited*.

***NB: NO CANCELLATIONS, NO POSTPONEMENT OR REFUNDS WHATSOEVER.**

PERSONAL

DETAILS

Please print information for clarity. Thank you.

Membership Number _____ Mr/Ms

Surname _____

First Names _____

Postal Address _____

Telephone: _____ Cell: _____ Email: _____

EXAMINATION DETAILS

A: SUBJECTS

1 _____ 4 _____

2 _____ 5 _____

3 _____

B: VENUE: It is essential you complete this section.

NB _____

Harare; Bulawayo; Gweru; Mutare; Masvingo: (Tick appropriately)

I attached a proof of payment (POP) amounting \$ _____ (Please check fee sheet for correct payment of EACH subject) being payment for _____ module(s) to be written in _____

(Month and year of examination).

ARE ALL THESE DETAILS, CORRECT? Please check carefully before submitting form to IPMZ.

Office Use Only

Amount received \$ _____

Receipt Number _____

Date _____

Initials _____

EXAMINATION REGISTRATION FORM



Examination Dates: 4th April - 13th April 2022

Received between 01/02/2022 – 02/03/2022 at National Office.

EXAM FEES – APRIL 2022

DIPLOMA

\$14,400 00

HIGHER DIPLOMA

\$16,800 00

(Per subject)

Please read these notes carefully.

When you do not follow these instructions, delays are inevitable in your examination registration, and you might NOT be registered. The staff at IPMZ do their best to understand your registration requirements, but sometimes you make their task more difficult than necessary! SO...

1. We have a number of departments dealing with different matters so, when writing to the Institute, please write a separate letter for each request. You can put your separate request into one envelope. This is especially important when making examination registration requests.

REMEMBER – YOUR NAME AND CORRECT MEMBERSHIP NUMBER on every letter. It is to your advantage to submit payment registration separately, and NOT TO add other payments to it, since SEPARATE exam payments do not get referred to other IPMZ departments.

2. Please **USE THE EXAMINATION REGISTRATION FORM** on the reverse of this page and **Complete ALL details.**

IMPORTANT DETAILS on the form need **ACCURACY.**

Membership Number This is used for the computer input so is vital if **YOU** want to be registered for the examination and **NOT** register someone else.

Subject On occasions, **IPMZ** staff have great difficulty in deciding which subject **YOU** want to write. Please give correct, full name of the subjects e.g.

not just “Training” but “Training Techniques” or “Management of Training.”

Venue **IPMZ** need to know where **YOU** wish to write – otherwise we have to allocate the nearest centre to your current address, and that may not be your preference, making double work for everyone and resulting in unnecessary delays.

3. **DEADLINE DATES ARE NOT NEGOTIABLE.**

The dates for examination registration for the **APRIL 2022** are between:

8.00 am Tuesday 1st February 2022 and 3.30 pm Wednesday 02 March 2022 when examination registration ends.

A few minutes late – for whatever reason – will mean a 6 months delay in writing your examination. Please plan and submit your registration **IN GOOD TIME.**

4. Remember that

- **IF** your **2022** subscription is not paid, and
- **IF** you have not paid for, and received, study material for the subject you apply to write-

YOUR REGISTRATION WILL NOT BE PROCESSED, and you cannot write the examinations.

PLEASE NOTE THAT YOUR PAYMENT WILL BE FORFEITED.

Thank you for your co-operation on these points and good luck with your studies.