



IIZ EXEMPTIONS POLICY

Exemptions

- No exemptions will be given at COP level.
- Holders of COP from other Insurance Institutes may start at the next level qualification.
- Insurance degree holders must first pass COP to proceed to the Diploma, Associateship, and Fellowship.
- Holders of other degrees must pass COP in order to be allowed to proceed to the Diploma, Associateship and Fellowship.
- Holders of relevant insurance related degree or qualification may be exempt from certain exams.
- The exams one is exempt from will vary depending on the degree or qualification they hold.
- Exemptions are awarded at IIZ's discretion.

How to apply for exemptions?

To be granted exemptions from IIZ exams a candidate must first register as an IIZ student and submit proof to IIZ of their relevant degree or qualification.

How much do exemptions cost?

Exemption fees are charged \$10 more to the current exam fee for the subject being exempted.

A student cannot defer paying exemption fees from one exam cycle to the next. Should they defer they will be asked to apply again.

Exemption fees are not refundable.

Applying for exemptions

If someone is registered as an IIZ student and hold a relevant qualification or degree they may apply for exemptions.

Sending documents

To verify that a student is eligible for exemptions they will need to send us copies of their relevant qualification's certificates and transcripts. These must include details of the subjects they studied and the marks they achieved. The documents are sent to IIZ including the student's ID.

Confirming that we have received a student's documents

We will email students confirmation of receiving their documents within 48 hours of receiving them.

We do not send confirmation of receipts at weekends or on bank holidays, so students should factor in this time when waiting to hear from us and resending documents.

Our decision

It takes up to 14 working days for us to assess an application for exemptions. When we have assessed the documents, we will email the student the details of any exemptions awarded or any further information required.

Accepting or declining exemptions

Students have the opportunity to accept or decline any exemptions they have been granted.

Students need to be sure that they are familiar with the material covered in the exams they are exempt from and that they could pass that exam if they took it since material covered in the early stages of the IIZ qualification is built on in the later stages.

Accepting your exemptions

To accept exemptions, students have to pay their exemption fees within **four weeks** of receiving the exemptions.

Declining exemptions

If a student wishes to decline any exemptions, they will need to email us within **four weeks** of receiving confirmation of the exemptions.

If a student declines an exemption and then fail that exam they will not be able to reclaim the exemption.

What exemptions are available?

A maximum of three papers at the Diploma level and also a maximum three papers at the Associateship level can be exempted.

No exemptions are awarded from the IIZ qualifications on the basis of work experience.

NOTE

Exemptions will not be given on part or uncompleted qualifications. Only full qualifications of which a certificate was awarded will be considered for exemption.

Exemptions are given on a subject by subject basis only.

Qualifications acquired more than ten years ago will not be considered for exemption purposes. Holders can however use them to enrol for the next level qualification.
