

**INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE**

**EXAMINATION REGISTRATION FORM APRIL 2021**

**EXAM DATES: 06 - 15 APRIL 2021**

**Dear Student,**

Please will you ensure that your exam registration form and payment is received between 2<sup>nd</sup> February to 2<sup>nd</sup> March 2021 at National Office, P O Box 10336 Harare. **No late entries are accepted. There are 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 paid examinations will result in the examination fee being forfeited.

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

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**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 enclose proof of payment in the amount of \$ \_\_\_\_\_ (Please check fee sheet for correct payment of EACH subject) being payment for \_\_\_\_\_ subjects to be written in \_\_\_\_\_ (Month and year of examination).

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

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**Office Use Only**

Amount received \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_\_



# EXAMINATION REGISTRATION APRIL 2021

**Examination Dates:** 06 – 15 APRIL 2021

Received between **02/02/2021 – 02/03/2021** at National Office.

## EXAM FEES – APRIL 2021

### **DIPLOMA**

\$4,150.00 OR US50.00

### **HIGHER DIPLOMA**

\$4,565.00 OR US\$55.00 (per module)

## **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 2021** are between:

**8.00 am Monday 2<sup>nd</sup> February 2021 and**

**3.30 pm Tuesday 2<sup>nd</sup> March 2021 when examination registration ends.**

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

4. Remember that

- **IF** your **2021** 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.