Self-Financing Form

CIPFA - INTERNATIONAL PUBLIC FINANCIAL MANAGEMENT

Training and Certification Programmes

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Semester | Qualification\* | Course Name\* |
|  | 1st  |  |  |
|  | 2nd |  |  |
|  | 1st  |  |  |
|  | 2nd |  |  |

\*Four Qualifications: 1) Certificate, 2) Diploma, 3) Advanced Diploma, 4) Professional; Course Name: List the name of the course that you will take or request an exemption from taking.

I, (applicant first name) (applicant last name) understand that I must fully comply with CIPFA policies and guidelines related to academic honesty and integrity (i.e., I will not take any actions that may be construed as cheating, such as using, sharing, copying, retaining exam notes, scratch paper, exam questions, and/or cell phones). This form is valid for one (1) qualification.

**Informed Consent.**

*I acknowledge that as a self-financing student:*

1. *If I am unable to successfully complete the course after six (6) attempts, I will no longer be a part of the CIPFA IFPM Programme*
2. *I freely give DFAM CIPFA coordination access to my exam results data.*

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| --- | --- | --- | --- |
| **Previous CIPFA Course(s) Name** | **Exam Result** | **Year** | **Semester** |
| **Pass** | **1st Fail** | **2nd Fail** |
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**Recommended Prerequisites.**

[ ]  Work experience in accounting, finance, reporting

[ ]  Serve as a RO/CO finance/budget officer, or within DFAM as a finance, banking, budget or accounts manager, business analyst, officer, specialist, or assistant

[ ]  Seven (7) earned AGORA IPSAS Programme certificates

[ ]  Graduate degree (i.e. MA) in a Management related field with a concentration in accounting/ finance

*The information provided on this form is true to the best of my knowledge.*

Applicant’s signature:

Funding UNICEF Office:

Self-financing of CIPFA courses will be handled on a case by case basis. Students will submit a Self-Financing Form (SFF) to UNICEF HQ/DFAM coordination for approval. As a student participating in the UNICEF IFPM Programme, self-financing students will be entitled to the same conditions that apply to all UNICEF students including course and Programme fees.

For 1st semester 2019 a PO document must be provided to CIPFA for invoicing. This will allow the above-mentioned student to take advantage of reduced UNICEF rates and programme affiliation.

The PO document (**P.O.** **No.:** ) has been raised for the applicant’s CIPFA course(s) (tuition and exam fees). This PO will be linked to the CIPFA LTA Ref. 42106394. I acknowledge that the above P.O. and line number will be the student’s UNICEF provided unique student ID number that will be referenced in CIPFA billing. The P.O. document, or contract, will be included in application materials and sent to DFAM CIPFA coordination: dfam-cipfa@unicef.org. The PO document will be countersigned by CIPFA and returned directly to the appropriate UNICEF office.

Name of Chief of Operations/DRep Ops:

Email address of Chief of Operations/DRep Ops:

Signature of Chief of Operations/DRep Ops:

\*n.b. – Please substitute name of Finance Officer, if the applicant is the Head of Operations. The applicant may not act as Receiving or Authorizing officer for this transaction.

**UNICEF Supervisor**

I have read the above and with full knowledge I endorse [**APPLICANT NAME**] to enrol and participate in CIPFA’s International Public Financial Management (IFPM) Training and Certification programme as a self-financing student. I understand that this means facilitating the applicant’s work plan in order to attend classes virtually (sometimes during work hours) and complete homework assignments during off work hours (i.e. overtime will not be in such excess that the student is not able to complete assignments at home). Managers should be prepared to allow up to 4 hours a week for learning activities, such as attending webclasses, reading, homework, assignments, studying.

I acknowledge that the student is responsible for their CIPFA course activity including course fees (i.e., tuition and exam), following all CIPFA guidelines and meeting all deadlines. The student will be granted all of the benefits of participation in UNICEF’s IFPM Programme.

Supervisor Name: Signature:

Date:

Revised: Feb 2019