



# STUDENT LETTER REQUEST

PRIORITY PROCESSING

Send completed form and cheques to  
ICAEW Finance PO Box 6173 MILTON KEYNES MK10 1TW UK

Send completed form and card details to the above address or to our secure fax +44 (0)1908 248 064.

Please allow 7–10 working days for such a letter to be produced.

## CONTACT DETAILS

Student name

ICAEW no.

Date of birth

DD MM YYYY

Letter to be addressed to (if different from postal)

All letters are £10.00 each.

Type of letter  Student history results letter  Student confirmation letter  CPL (exemptions) letter  
 other

Postal name and address (envelope). **Please note:** We cannot address letters 'To whom it may concern'

Request from (Name, address)

Contact telephone

Fax

Email

## PAYMENT METHODS

I enclose a cheque for £ made payable to CHARTAC

Send completed form and cheques to

ICAEW Finance  
PO Box 6173 MILTON KEYNES MK10 1TW UK

Send completed form and card details to the above address or to our secure fax +44 (0)1908 248 064.

Please charge my credit/debit card with the amount £

Card no:

Visa, MasterCard, Amex and Maestro only

Valid from (Maestro and Amex only)

Expiry date (all cards)

Issue no (Maestro only)

Signature

Date

DD MM YY

**Using your personal information.** We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we may share your information with our business partners. A list of all delegates will be published and circulated at the event.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA, so if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

For more information about our data protection policy please go to [icaew.com/dataprotection](http://icaew.com/dataprotection).