



## Instructions for Completing Fundamentals of Actuarial Practice (FAP) Modules Application

### PREREQUISITES

There are no prerequisites for FAP.

### PRINT ALL INFORMATION

Please allow **TEN** working days for the application to arrive, if sending via post. Applications will be processed in the order in which they are received. Receipts will be sent to all registered candidates.

### CANDIDATE INFORMATION

- ◆ Indicate if you have registered previously with the Society of Actuaries by checking yes or no at the top of the form.
- ◆ Enter your date of birth.
- ◆ Print your full name, including middle name, and mailing address.
- ◆ If you used a different name on your last application (e.g., a maiden name), print that name in the space provided.
- ◆ Enter your daytime telephone number and your current e-mail address.

Important note regarding email addresses: e-Learning communication is sent to the email address indicated on the application form, therefore it is important that the email address entered is accurate and active. Due to spam filters and technical issues beyond control of the SOA, emails may not be received by all candidates.

### SCHOOL INFORMATION

- ◆ If currently enrolled in a college or university program, print the school name and code in the spaces provided.
- ◆ Indicate the student status and expected year of graduation.

### EMPLOYER INFORMATION

- ◆ If employed full-time in an actuarial position, print the full name and address of the employer.

### FAP FEES

FAP includes the Modules, End-of-Module Assessments and a Final Assessment. This application form is for Modules only. Fees for each component are:

FAP Modules	\$551
Final Assessment (each attempt)	\$1,316
End-of-Module Assessment Retake	\$100

A one-time, one-year extension is allowed per candidate for qualified curriculums. Regardless of the date the extension is purchased, the extension period begins from the date of original purchase expiration, which makes the final expiration date 36 months from the date of the initial purchase.

- ◆ Fees must be in U.S. funds or equivalent.
- ◆ The amount billed to a credit card will be automatically adjusted for persons who miscalculate the amount due.
- ◆ A \$20 fee will be assessed on any checks returned due to insufficient funds.
- ◆ As of January 1, 2015, the SOA is required to collect Canadian Tax where applicable.
- ◆

### CANCELLATION/REFUND POLICY

To cancel an FAP Module registration prior to login, follow the steps below:

- ◆ Go to [www.soa.org](http://www.soa.org)
- ◆ Select "My SOA" on the upper right side of the screen
- ◆ Scroll down to view order history
- ◆ Select the order you wish to cancel from your order summary
- ◆ Click the cancellation button and complete the form to submit your cancellation request

There is a \$100 administration fee for each cancellation issued. A refund, less administrative fees, will be issued in 2-4 weeks in the way the original payment was made.

Direct questions to SOA Customer Service at [customerservice@soa.org](mailto:customerservice@soa.org).