

Fee Schedule 2025



The Insurance Institute

Membership	2025 Fee	Late Fee	About This Fee
Student Membership Full Calendar Year renewal and/or joiner	€135	€25	Applies to new and returning members. The fee for Student membership renewal is due from 1 January annually. Overdue fees can be paid up to 31 March without incurring a late fee. After 1 April, a late fee will be applied. This membership fee usually relates to renewals and/or students applying for May exams.
Student Membership Joining in April – July	€90	N/A	Applies to first year of membership only. Our student membership fees operate on a prorata basis for the first year of membership depending on time of application. This membership fee usually relates to students applying for September exams.
Student Membership Joining in August – December	€45	N/A	Applies to first year of membership only. Our student membership fees operate on a prorata basis for the first year of membership depending on time of application. This membership fee usually relates to students applying for January (in the following year) exams.
Membership Upgrade	€40	N/A	This is a one-off admin fee applied after membership category changes from Student to Graduate following the January or May exams. Members get increased 'Member Area' functionality at this point with access to CPD content and a CPD Log to help meet compliance needs.
Graduate	€245	€50	The fee for Graduate membership is due from 1 January annually. Overdue fees can be paid up to 31 March without incurring a late fee. After 1 April, a late fee will be applied.
Grandfathered	€245	€50	The fee for Grandfathered status membership is due from 1 January annually. Overdue fees can be paid up to 31 March without incurring a late fee. After 1 April, a late fee will be applied. Grandfathered members can access and record CPD in our Member Area.

Service Registration & Fees Policy

All Institute fees are non-transferable and non-refundable. Whilst a service registered for may be cancelled (e.g. a membership or exam application), the fee cannot be refunded or transferred once the application has been processed.

Membership	2025 Fee	Late Fee	About This Fee
Affiliate	€245	€50	The fee for Affiliate status membership is due from 1 January annually. Overdue fees can be paid up to 31 March without incurring a late fee. After 1 April, a late fee will be applied. Affiliate members have access to all of our CPD content but do not record CPD with us. This level of membership is also for those who do not hold a designation but wish to access our CPD content.
CII – ACII	€260	N/A	We do not charge late fees for CII scheme members.
CII – ACII Chartered	€280	N/A	We do not charge late fees for CII scheme members.
CII – FCII	€270	N/A	We do not charge late fees for CII scheme members.
CII – FCII Chartered	€280	N/A	We do not charge late fees for CII scheme members.
Retired	€52	N/A	This membership is for retired industry professionals who have given up their designation but would still like to access our events and CPD content.
CII Retired	€52	N/A	This membership is for retired CII industry professionals who have given up their designation but would still like to access our events and CPD content.

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APA/CIP Fee Type	2025 Fee	About This Fee
Exam Fee - Online Application	€360	This fee applies to the 1st application for each CIP module.
Exam Fee - Late Online Application*	€385	Please note that an additional fee of €25 is added to applications made after the closing date e.g. €360 + €25 late fee. (*Only available in exceptional circumstances).
Re-registration / Repeat Fee - Online Application	€180	We charge a reduced registration / repeat fee for the two sittings immediately after the original registration. If a module is not re-registered for within this timeframe, the full (i.e. 1st) application fee will be charged at the next date of application.
Re-registration / Repeat Fee – Late Online Application*	€205	Please note that an additional fee of €25 is added to applications made after the closing date e.g. €180 + €25 late fee. (*Only available in exceptional circumstances).
Deferral Fee	€95	Deferrals are offered in extenuating medical circumstances only and must cover the date of the exam. Evidence must be supplied within 10 working days of the exam date.
Recheck Fee (CIP-01 to CIP-05)	€40	This fee relates to CIP MCQ modules only. Please note that the information available from a recheck is limited. As exam scripts have been through an automated process and further QA, it is very unlikely that a mark will change upon recheck.
Review Fee (CIP-06 to CIP-08)	€70	This fee applies to CIP written modules only. We offer a script review before moving to having a paper re-marked by another corrector. If you move forward and request a full review you will receive a very detailed report from the new corrector.
Deferral / Resubmission	Free of charge	In the event of the student suffering a recent bereavement.

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APA/CIP Fee Type	2025 Fee	About This Fee
Exam - Online Application	€585	This fee applies to the 1st application for each MDI module.
Exam - Late Online Application	€610	Please note that an additional fee of €25 is added to applications made after the closing date e.g. €585 + €25 late fee.
Re-registration / Repeat - Online Application	€420	If a student has had 3 unsuccessful attempts in any component of their assessment, they are required to re-register for the entire module again. We charge a reduced reregistration / repeat fee for the two sittings immediately after the original application. If a module is not re-registered for within this timeframe, the full application will be charged at the next date of application.
Re-registration / Repeat - Online Application	€445	Please note that an additional fee of €25 is added to applications made after the closing date e.g. €420 + €25 late fee.
Entire Module Deferral	€190	A postponement of the student's participation on the programme until the next scheduled semester. Any element of the assessment the student has passed can be carried through to the next term.
Assignment Deadline Extension with Extenuating Circumstances	€70	An unforeseen event that impacts on a student's ability to submit their assignment by the stated deadline. The circumstances under which such an application is made should be based on extenuating situations (e.g. illness, family illness, victim of crime etc). Applications must be made along with all relevant supporting documentation. This fee applies when documentation can be provided to prove the extenuating circumstance.
Assignment Resubmission	€125	This fee is applicable where a student has either been unsuccessful in a previous submission of the assignment or has failed to submit an assignment within the required timeframe without presenting any extenuating circumstances and used one of their three available attempts. If all three attempts have been used, the student must re-register for the module in full.

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HDip (MDI) Fee Type	2025 Fee	About This Fee
MCQ Exam Re-Registration – Online Application	€125	This fee is applicable where a student has either been unsuccessful in a previous sitting of the exam or has failed to sit their scheduled exam without presenting any extenuating circumstances and used one of their three available attempts. If all three attempts have been used, the student must re-register for the module in full.
MCQ Exam Change with Extenuating Circumstance	€95	This fee applies to an unforeseen event that impacts on the student's ability to sit the MCQ after they have already submitted their coursework for the term. The circumstances under which such an application is made should be based on extenuating circumstances (e.g. illness, family illness, victim of crime etc). Applications must be made along with all relevant supporting documentation. This fee applies when documentation can be provided to confirm the extenuating circumstance.
MCQ Exam Recheck (MDI-01 to MDI-06)	€40	This fee relates to MDI MCQ modules only. Please note that the information available from a recheck is limited. As exam scripts have been through an automated process and further QA, it is very unlikely that a mark will change upon recheck.
Deferral / Resubmission	Free of charge	In the event of the student suffering a recent bereavement.

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Other Fees	2025 Fee	About This Fee
Exemptions – for modules on any programme	€90	If you are offered exemptions there is a €90 fee (per programme, not per module) to apply these exemptions to your record. Exemption applications should be made before registering for any APA/CIP or HDip (MDI) programme/module.
Replacement Textbook	€150	Whilst generally we do not offer replacement textbooks or sell our textbooks, should a student need to replace the material, there is a charge of €150.
CPD Lecture or Webinar Attendance (Non-Members)	€35	For non-members wishing to attend our face-to-face lectures or online webinars, there is an attendance fee of €35.
CPD Accreditation	€TBC	Accreditation fees will be charged for CPD accreditation submissions. Details of any fees due will be communicated at the time of processing the CPD submission(s).
ATU Sligo Parchment (Replacement)	€65	Replacement ATU Sligo parchments can only be issued by ATU Sligo. For information on how to order a parchment from ATU Sligo, please see information here .
UCD Parchment (Replacement)	€50	Replacement UCD parchments can only be issued by UCD. A new parchment can be ordered from UCD directly via this link here .
Insurance Institute Parchment (Replacement)	€12.50	Please contact us by phone on 01 645 6670 if you would like to order a replacement Insurance Institute parchment.
Certified Learning Statement	Free of charge	In order to verify your exam results, designation and membership details, we are often asked for a Certified Learning Statement (which will be signed by an ACII holder). We offer this service free of charge. Members can also use this statement when banking credits with the CII.

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