



INSTITUTE OF BANKERS OF SRI LANKA

College of Banking & Finance

For office use

Application form for Advanced Diploma in Credit Management

To be completed in English (Block Letters)

Please read the instructions sheet prior to complete this application

DETAILS OF THE APPLICANT

1. Full Name: (Mr./Ms.).....

2. Name to be printed
on Certificate :

3. NIC No :

4. IBSL Membership/PGEDBM/DCM No & Year:
.....(if any)

5. Office Address :
.....
.....
.....
.....
Telephone No :

6. Residential Address :
.....
.....
.....
Telephone No :

Mobile No :

E mail :

6. Entry Requirements for the programme: (pl. ✓ your qualification)

(a)Diploma in Credit Management – (DCM) OR	
(b)Diploma in Applied Banking & Finance – (DADF/DBF) OR	
(c)Postgraduate Diploma – (PGEDBM) OR	
(d)Graduates with experience in field of credit OR	
(e)Executive in Financial Institutions with minimum 6 years' experience in field of Credit	

Pl provide the supporting documents for above (d)/ (e).

PAYMENT

(ENROLMENT WILL BE CONFIRMED UPON RECEIPT OF PAYMENT)

Full / Installments (10% additional fee)
1st Installment 60% & 2nd Installment 50%

Amount Rs.

.....
Date

.....
Signature

Instruction Sheet

1. A copy of the NIC and supporting documents related to entry requirements must be attached with the application.
2. Name will appear on the certificate exactly as the item No. 2 in the application. Any significant difference in the name under the item No. 02 and the NIC, must be supported with related documents.
3. The applicants completed DABF/DBF/PGEDBM/DCM of the Institute of Bankers of Sri Lanka (IBSL) must be mentioned the registration No. in the application.

4. Bank Account Details for the payments

Bank	Account No.
Bank of Ceylon	74728257
Peoples Bank	309 1004 5 2536729
Commercial Bank	1108650201

Bank	Account No.
Hatton National Bank	115010128234
Sampath Bank	002960000652
National Savings Bank	10912 01 01192

5. Programme fee must be settled in full to receive the Admission Card for the Examination.
6. NO REFUNDS under any circumstances unless otherwise decided by Director/COBAF at discretion.
7. Fee transfers: Permitted only as follows.
 - a) At the written request made prior to the commencement date of the program:
100% - for the immediate same program (if the program will be repeated only) or any other COBAF program within the year
 - b) At the written request made within one month of the commencement date of the program:
The balance payment after deduct 50% of the full course fee from the student payment - any other COBAF program within the year
 - c) At the written request made prior to the date of examination:
The balance payment after deduct the 50% of the full course fee from the student payment - for the immediate same program (if the program will be repeated only)
 - d) No fee transfers are allowed for any request made after the date of examination.
8. Course Fee:
 - a) Full payment : 100% course fee (at the time of registration)
 - b) Installment payments: 10% additional Fee
1st installment: 60% (at the time of registration).
2nd installment: 50% (before the date of examination)
9. The decision of Examiners will be final and re-scrutiny of Examination answer papers will not be permitted.
10. Issuing the Certificate will be subject to completion of the course in all aspects and other requirements stipulated by the IBSL/COBAF and at the sole discretion of the Institute of Bankers of Sri Lanka/College of Banking & Finance.