

# ENROLMENT FORM | ACCA PART-TIME 2016

Last updated on 21/01/2016

Please make sure that you complete all sections of this application form clearly in **black or blue ink and block capitals** and return by Post/ Fax/ Email to: **Finance Business Training, 2<sup>nd</sup> Floor, Centre City, 5-7 Hill Street, Birmingham, B5 4UA, United Kingdom;**  
 Tel: +44(0)121 616 3370, Email: [admissions@fbt-global.com](mailto:admissions@fbt-global.com) Visit [www.fbt-global.com](http://www.fbt-global.com) and click online booking.

Please note that an English translation should accompany all non-English documents.  
 Part-Time courses are only available to UK/EEA students.

## STUDENT DETAILS

All fields marked with \* are mandatory

*Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> (please specify)		
*Surname: (as stated in your passport exactly)		
*First Name : (as stated in your passport exactly)		
*Home address:		
*City:	*Country:	Postcode:
Correspondence Address:* (if different from home address)		
*City:	*Country:	Postcode:
*Date of Birth: (day/month/year)	*Place/Country of Birth:	
*Nationality:	<input type="checkbox"/> I confirm that I am a UK/EEC national and do not require a visa to study in the UK	
*Telephone: Home	*Work	*Mobile
*Email address: (Please complete in block capitals)		
*Do you have any medical conditions (including pregnancy) which may affect your attendance on the course and the taking of examinations? <input type="checkbox"/> Yes <input type="checkbox"/> No		

You must register with the ACCA. **Online Registration** at least 14 days before the exam entry deadlines. **Post Registration** at least 20 days before the exam entry deadlines.

*ACCA registration number:
*FBT Current student Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide your student number:
If you are a NEW student and have studied in the UK before, please state your previous courses of study and the name of institutions:

**IMPORTANT:**  
 It is your responsibility to complete your ACCA registration requirements and enter yourself for the ACCA examinations.

## SPONSORED STUDENTS – U.K EMPLOYER’S AUTHORISATION

We authorise **Finance Business Training** to invoice us for the fees due in respect of the courses applied for by the student named above. We accept responsibility for the fees due in all circumstances including termination of employment and cancellation of enrolment.

Company Name:		
Manager’s Name:	Authorised Signature:	
Position Held in Company:	Tel:	Fax:
Work address:		
*City:	*Country:	Postcode:
Email address:		
Address for Invoicing (if different to the employer’s address above)		
Contact Name:		
Address:		
*City:	*Country:	Postcode:

Data Protection Act:  
 • We reserve the right to inform your sponsor of your progress, if requested.

## ACCA PART-TIME COURSE SELECTION

Study for this qualification your way: weekends or evenings. You will get expert tuition, reinforced by Live Online classes for ultimate flexibility. You will also have 24/7 access to our online pre-recorded lectures - via the award-winning InterActive platform, so you never miss a class. Combine tuition and revision courses for the best exam preparation, improving the prospects of passing your ACCA exams first time. The course further enhances your tuition and revision by providing extensive resources such as **study manual, mock papers, revision kit, pass cards and online study resources**. All these benefits are backed by our **PASS 1<sup>ST</sup> TIME GUARANTEE™\*** which entitles you to a free re-sit course in the event of failure, at the next available sitting at no extra cost.

Please select your papers below.

COURSE TAKEN	TUITION COURSE	REVISION COURSE
<b>Exam Date</b>	<input type="checkbox"/> June 2016	<input type="checkbox"/> June 2016
<b>Study option</b>	<b>Weekend</b>	<b>Weekdays</b>
<b>KNOWLEDGE (Learn Pass &amp; Go)</b>	<b>Tick as appropriate</b>	
F1 Accountant in Business	N/A	N/A
F2 Management Accounting	N/A	N/A
F3 Financial Accounting (International)	N/A	N/A
<b>ALL KNOWLEDGE PAPERS</b>	N/A	N/A
<b>SKILLS</b>	<b>Tick as appropriate</b>	
F4 Corporate and Business Law (Eng)	N/A	N/A
F5 Performance Management	N/A	N/A
F6 Taxation	N/A	N/A
F7 Financial Reporting (International)	N/A	N/A
F7 Financial Reporting (GBR)	N/A	N/A
F8 Audit & Assurance	N/A	N/A
F9 Financial Management	N/A	N/A
<b>ESSENTIALS</b>	<b>Tick as appropriate</b>	
P1 Governance, Risk & Ethics	<input type="checkbox"/> £465	<input type="checkbox"/> £380
P2 Corporate Reporting	<input type="checkbox"/> £480	<input type="checkbox"/> £390
P3 Business Analysis	<input type="checkbox"/> £465	<input type="checkbox"/> £390
<b>OPTIONS</b>	<b>Tick as appropriate</b>	
P4 Advanced Financial Management	N/A	N/A
P5 Advanced Performance Management	<input type="checkbox"/> £465	<input type="checkbox"/> £420
P6 Advanced Taxation	<input type="checkbox"/> £485	<input type="checkbox"/> £420
P7 Advanced Audit & Assurance	<input type="checkbox"/> £375	<input type="checkbox"/> £420
		<b>TOTAL PAYMENT: £</b>

### FBT PROJECT MENTORING SERVICE (OXFORD BROOKES BSC IN APPLIED ACCOUNTING)

**ONLINE COURSE FEE: £550**

## TERMS AND CONDITIONS

### GENERAL TERMS AND CONDITIONS:

**Students' attention is particularly drawn to this section, as registration on the course constitutes full and irrevocable acceptance of the Terms and Conditions.**

1. To book a place on a course, either the full fee or a minimum deposit of one year fee is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable and non-transferable, save as provided otherwise in these Terms and Conditions.
2. A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to ACCA.
3. The School reserves the right to dismiss any student at any time for non-payment of fees. No fees will be refunded for any student dismissed under this section.
4. Fees are published separately for each semester and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied. Promotions and offers may have restricted eligibility requirements and may change from time to time.
5. All applications for a refund must be made at least 15 days before the commencement date of the course (as detailed on the Letter of Acceptance).
6. Students may be entitled to a full refund if a course is purchased and paid for online or over the telephone; and if the School is notified of their desire to cancel within 7 days of registration and payment of the course. For the avoidance of doubt this clause applies only if the student is not physically present at any time throughout the conclusion of the sale. Students will not be entitled to a refund if they cancel their course after the 7 day period stipulated above.
7. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
8. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.
9. Your enrolment on a course of study requires sharing of personal information about you (including "Sensitive Personal Information") between the School and an awarding body (subject to validation). You give your express permission for the sharing of information for the purposes of managing your application, enrolment, academic achievement, fees management and related activities. All information will be held and processed in accordance with the requirements of the Data Protection Act.
10. Subject to your approval, the school may feature your interview/photo/profile/story on the companies' websites and/or other School publications. We will always ask for your permission/approval prior to publishing this.

### \*FBT PASS 1<sup>ST</sup> TIME GUARANTEE™ TERMS AND CONDITIONS:

1. FBT Pass 1st Time Guarantee™ ensures that in the event of failure in the paper, you will be able to attend a free revision course at the next available sitting at no extra cost. Please note that the re-sit course will cover the failed paper and cannot be used for any other papers.
2. For students to be eligible for the Pass 1st Time Guarantee™ (i.e. an entitlement to a free re-sit course for the next semester), students must:
  - a. Attend 90% of the tuition classes — please note that any absence that is authorised will not count towards the calculation of your attendance;
  - b. Attend 100% of the revision classes;
  - c. Pass the revision mock test conducted by FBT;
  - d. Pay all course fees in full prior to sitting the first examination;
  - e. Attempt the real exam at the earliest available examination sitting;
  - f. In the event of failure, provide proof of that failure on the application for the retake course;
  - g. Claim the re-sit course under the Guarantee within one month of the results being published; and
  - h. Attend the re-sit course/class at the next examination sitting.
3. Students must comply with the above requirements. For the avoidance of doubt, students who do not comply with any one of the above requirements will NOT be eligible to take advantage of the Pass 1st Time Guarantee™.
4. Students' attention is particularly drawn to the following:
  - a. The re-sit course must be attended at the next examination sitting. After that point, the Pass Guarantee™ will lapse. Students will not be able to take advantage of the Pass Guarantee™ after the next examination sitting.
  - b. The Pass Guarantee™ is not transferrable.
  - c. The Pass Guarantee™ only applies to paid courses and once only in respect of each paid course; students cannot claim the Pass Guarantee™ for a re-sit course.

Please refer to <http://www.fbt-global.com/terms-conditions/> for the most up-to-date Terms and Conditions. In relation to the Refund Policy, where there is a discrepancy between the online Terms and Conditions and the Terms and Conditions above, the online Terms and Conditions shall prevail.

