

## Enrolment Form | ACCA + Global MBA /MSc in Finance & Investment Part-time Courses 2012/13

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, UK**  
Tel: +44(0)121 616 3370, Fax: +44(0)845 337 3406, 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.

If you require any assistance in completing this form please contact customer services on +44 (0) 121 616 3370

### Student Details

**Title:** \* Mr  Ms  Mrs  Miss  Other  (please specify).....

**Family Name:** \*(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:\*** ..... **Passport number:\*** .....

**Telephone: Home\*** ..... **Work\*** ..... **Mobile\*** .....

**Email address:\*** (Please complete in block capitals)

### \*mandatory fields

LSBF Current student Yes  No

If you are a NEW student and have studied in the UK before, please state your previous course of study and the name of institution: .....

**ACCA registration number:** .....

You must register with the ACCA. For the paper-based exam sessions, the deadlines are: 31<sup>st</sup> Dec (June Exam) & 15<sup>th</sup> Aug (Dec Exam).

**Exam sitting:** (tick as appropriate): CBE  June 12  December 12

### U.K Employer's Authorisation For Sponsored Students

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:** ..... **Website:** .....

**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.

Do you have any medical conditions (including pregnancy) which may affect your attendance on the course and the taking of examinations? Yes No

COURSE TAKEN	PART TIME			
	Dec-12		Jun-13	
Exam Date (Course Commencement date)	Aug-12	Sep-12	Jan-13	Feb-13
<b>KNOWLEDGE</b>	<b>KNOWLEDGE</b>			
F1 Accountant in Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F2 Management Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F3 Financial Accounting (International)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SKILLS</b>	<b>SKILLS</b>			
F4 Corporate and Business Law (UK)	Not available	<input type="checkbox"/>	Not available	<input type="checkbox"/>
F5 Performance Management		<input type="checkbox"/>		<input type="checkbox"/>
F6 Taxation		<input type="checkbox"/>		<input type="checkbox"/>
F7 Financial Reporting (International)		<input type="checkbox"/>		<input type="checkbox"/>
F8 Audit & Guarantee (International)		<input type="checkbox"/>		<input type="checkbox"/>
F9 Financial Management		<input type="checkbox"/>		<input type="checkbox"/>
<b>ESSENTIALS</b>	<b>ESSENTIALS</b>			
P1 Professional Accountant	Not available	<input type="checkbox"/>	Not available	<input type="checkbox"/>
P2 Corporate Reporting (International)		<input type="checkbox"/>		<input type="checkbox"/>
P3 Business Analysis		<input type="checkbox"/>		<input type="checkbox"/>
<b>OPTIONS (Choose 2 out of 4)</b>	<b>OPTIONS</b>			
P4 Advanced Financial Management	Not available	<input type="checkbox"/>	Not available	<input type="checkbox"/>
P5 Advanced Performance Management		<input type="checkbox"/>		<input type="checkbox"/>
P6 Advanced Taxation		<input type="checkbox"/>		<input type="checkbox"/>
P7 Advanced Audit & Guarantee		<input type="checkbox"/>		<input type="checkbox"/>

### Compete 1<sup>st</sup> Class\* Packages

1. Top quality ACCA study materials and exam kits
2. FBT lecture and revision notes
3. Mock exams and marking
4. Free online resources – recorded lectures, lecture notes, questions with feedback
5. Pass First Time Guarantee™
6. Free additional certificates (see below)

Additional certificates			Jun-12	Feb-13
Sage Line 50	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>
Financial Modelling Intermediate	normal price	£900	<input type="checkbox"/>	<input type="checkbox"/>

\*Apply for 6 papers and qualify for 1 of the above certificates for **free**  
 \*Apply for 9 papers and qualify for 2 of the above certificates for **free**  
 \*Apply for 12 or 14 papers and qualify for 3 of the above certificates for **free**

### Packages (Compete 1st Class) Terms and Conditions:

\*Programme Packages enable you to enrol for a number of subjects and fix the tuition fee. No other offer may be used in conjunction with a Programme Package. The minimum deposit payable on initial enrolment is 50% of the total package fee. Any balance must be paid in full at least two weeks prior to the first published course commencement date. If payment is made after this date the standard published fees will be applied. International students are required to enrol for a minimum of 15 teaching hours per term. When choosing a package, please specify which subjects you are taking during the 1<sup>st</sup> semester. A Compete Package does not include revision sessions. For the avoidance of doubt, students will only be eligible to benefit from general tuition at the School.

**When enrolling for a package of 6 or 9 papers which includes any essentials/options papers, an additional fee of £100 on the Compete 1<sup>st</sup> Class Packages.**

### BSc IN APPLIED ACCOUNTING (OXFORD BROOKES UNIVERSITY) - Mentoring Programme

FBT students           £400   
 External students   £450

## ACCA + MBA/MSc Part-time Programme 2012/13

Please Tick as appropriate

Number of Papers (Subjects) left to Complete	ACCA Fees	Total Fee for ACCA with Discount	Master Programme			Total Package ACCA + MBA/ MSc	Deposit on Application	Final Payment before ACCA Course Starts
			MSc Fees	MBA Fees	MBA/MSc Fees with Sponsorship			
<input type="checkbox"/> *14+ free iPad**	£9,280	<b>£6,200</b>	£13,500	£14,500	<b>£0</b>	<b>£6,200</b>	£3,100	£3,100
<input type="checkbox"/> 13+ free iPad**	£8,850	<b>£5,930</b>	£13,500	£14,500	<b>£0</b>	<b>£5,930</b>	£2,965	£2,965
<input type="checkbox"/> *12+ free iPad**	£8,280	<b>£5,680</b>	£13,500	£14,500	<b>£0</b>	<b>£5,680</b>	£2,840	£2,840
<input type="checkbox"/> 11+ free iPad**	£7,920	<b>£5,080</b>	£13,500	£14,500	<b>£290</b>	<b>£5,370</b>	£2,685	£2,685
<input type="checkbox"/> 10+ free iPad**	£6,800	<b>£4,780</b>	£13,500	£14,500	<b>£490</b>	<b>£5,270</b>	£2,635	£2,635
<input type="checkbox"/> 9 + free iPad**	£6,280	<b>£4,480</b>	£13,500	£14,500	<b>£690</b>	<b>£5,170</b>	£2,585	£2,585
<input type="checkbox"/> 8	£5,818	<b>£3,850</b>	£13,500	£14,500	<b>£890</b>	<b>£4,740</b>	£2,370	£2,370
<input type="checkbox"/> 7	£5,000	<b>£3,540</b>	£13,500	£14,500	<b>£1,090</b>	<b>£4,630</b>	£2,315	£2,315
<input type="checkbox"/> 6	£4,258	<b>£2,980</b>	£13,500	£14,500	<b>£1,290</b>	<b>£4,270</b>	£2,135	£2,135
<input type="checkbox"/> 5	£3,740	<b>£2,700</b>	£13,500	£14,500	<b>£1,490</b>	<b>£4,190</b>	£2,095	£2,095
<input type="checkbox"/> 4	£3,220	<b>£2,450</b>	£13,500	£14,500	<b>£1,690</b>	<b>£4,140</b>	£2,070	£2,070
<input type="checkbox"/> 3	£2,700	<b>£1,900</b>	£13,500	£14,500	<b>£1,890</b>	<b>£3,790</b>	£1,895	£1,895
<input type="checkbox"/> 2	£1,800	<b>£1,300</b>	£13,500	£14,500	<b>£2,090</b>	<b>£3,390</b>	£1,695	£1,695
<input type="checkbox"/> 1	£900	<b>£750</b>	£13,500	£14,500	<b>£2,290</b>	<b>£3,040</b>	£1,520	£1,520

\*Apply for 6 papers and qualify for 1 of the above certificates for **free**

\*Apply for 9 papers and qualify for 2 of the above certificates for **free**

\*Apply for 12 or 14 papers and qualify for 3 of the above certificates for **free**

Total ACCA Subjects: .....

Full Package Fee: .....

### ACCA + MBA/ MSc Compete Package

- To book a place on the programme, payment of either the full fee or a minimum deposit of 50% of the total Package fee is required.
- The number of MBA/ MSc modules you need to take is decided by the Academic Board.
- Programme Packages enable you to enrol for a number of subjects and fix the tuition fee.
- No other offer may be used in conjunction with a Programme Package.
- The Package balance must be paid in full at least two weeks prior to the first published course commencement date. If payment is made after this date the standard published fees will be applied.
- International students are required to enrol on a minimum of 3 academic subjects each term.

### Enrolment documents:

Please note, that the following document will be required for the application process:

- CV / Resume (in English)
- Two passport size photos
- Copies of certificates and academic transcripts (with certified translation when needed) of previous academic or professional education
- Proof of English proficiency (if you are a non-native English speaker)
- If you are starting part-way through we would require your exemption details from ACCA or a copy of your exam statements
- Two letters of recommendation

## 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 50% of the total course cost is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable, 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 the 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 fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
6. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.
7. Eligibility to benefit from a sponsored masters' course is strictly restricted to students who pay their full fees at least 15 days prior to the published start date of the programme. Sponsorship of the masters' course fees covers the tuition fees only, but does not include incidentals like textbooks and exam entry/assessment fees (£158 per module), dissertation mentoring fees (£250), dissertation submission fees (£250) and final academic board presentation fees (£150), and fees for exemptions and deferrals. Students are responsible for payment of such fees which are mandatory for enrolment and progression on the masters' course.
8. iPad is a trademark of Apple Inc., registered in the U.S. and other countries. Offer while stocks last, call for details. Students wishing to benefit from the iPad offer may use their credit for courses in subsequent semesters (maximum validity period: 36 months). Tuition and revision course need not correlate with each other.
9. Students eligible for a free iPad under this offer can collect it free of charge at the FBT Campus by prior appointment or alternatively have it shipped to them for a P&P charge of £25 (UK) / £35 (EU) / £50 (Rest of the world). Any duties, customs charges and taxes associated with receiving the iPad shall be the sole responsibility of the student. Please allow 6-8 weeks for shipping. There is no cash alternative and students not able to pick up in person and not interested to P&P charge will waive their eligibility under this offer. iPad is a trademark.

## FBT Pass First Time Guarantee™\*:

To qualify for the Pass First Time Guarantee™ entitling qualifying students for a free re-sit course:

1. For students who book tuition, revision and QBD courses: the student must attend 90% of the tuition, revision and QB class and pass the mock exam conducted by FBT.
2. All the course fees must be paid in full before the examinations are taken.
3. You must attempt the real exam.
4. In the event of failure you must provide proof of that failure on application for the re-sit course.
5. The qualifying re-sit classes (revision only) must be attended at the next examination sitting. After that point the Pass First Time Guarantee™ will lapse. The Guarantee is not transferable.
6. Claims under the Guarantee must be received by FBT a maximum of one month after exam results have been released.

\*Please refer to [www.fbt-global.com/terms-conditions](http://www.fbt-global.com/terms-conditions) for the most up-to-date Terms and Conditions.

The FBT ACCA+MBA and FBT ACCA+MSc programmes are dual programmes comprising of FBT ACCA tuition, which is approved by ACCA under the Approved Learning Provider - Gold scheme, and the FBT MBA/MSc programme which is fully outside the scope of ACCA approval. As such, the FBT MBA/MSc programme is quality-assured and accredited by the BAC, the University of Wales and FBT's institutional accreditations, and is not approved or endorsed by ACCA.

