

ENROLMENT FORM | CIMA PART-TIME 2014

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, 2nd Floor, Centre City, 5-7 Hill Street, Birmingham, B5 4UA, United Kingdom**
Tel: +44(0)121 616 3370, Email: admissions@fbt-global.com Visit 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 ☐ Ms ☐ Mrs ☐ Miss ☐ Other ☐ (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:

☐ 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?

☐ Yes ☐ No

*CIMA registration number:

You must register with the CIMA. The exam entry deadlines are in March & September (for the May and November exam sitting respectively).

*FBT Current student Yes ☐ No ☐

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 CIMA registration requirements and enter yourself for the CIMA 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.

CIMA PART-TIME COURSE SELECTION

Study for this qualification your way: weekends or evenings. You'll get expert tuition, reinforced by access to online lectures – via the award-winning InterActive platform. Combine tuition and revision courses for the best exam preparation, improving the prospects of passing your CIMA exams first time. The course further enhances your tuition and revision by providing extensive resources such as **study manual, course notes, mock exam and online study resources**. These benefits are backed by our **PASS 1ST 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		REVISION		
Exam Date (Course Commencement date)	<input type="checkbox"/> November 2014 (August 2014)		<input type="checkbox"/> November 2014 (September 2014)		
STUDY OPTION	Weekdays	Weekend	Midweek	Weekend	Question Based Day
Certificate Level (Computer Based Exams)	Tick as appropriate		Tick as appropriate		
CO1. Fundamentals of Management Accounting	<input type="checkbox"/> £400	<input type="checkbox"/> £400	N/A	N/A	N/A
CO2. Fundamentals of Financial Accounting	<input type="checkbox"/> £400	<input type="checkbox"/> £400	N/A	N/A	N/A
CO3. Fundamentals of Business Mathematics	<input type="checkbox"/> £375	<input type="checkbox"/> £375	N/A	N/A	N/A
CO4. Fundamentals of Business Economics	<input type="checkbox"/> £375	<input type="checkbox"/> £375	N/A	N/A	N/A
CO5. Fundamentals of Ethics, Corporate Governance & Business Law	<input type="checkbox"/> £375	<input type="checkbox"/> £375	N/A	N/A	N/A
All Certificate Papers (Learn Pass & Go)	<input type="checkbox"/> £1800	<input type="checkbox"/> £1800	N/A	N/A	N/A
Operational Level	Tick as appropriate		Tick as appropriate		
E1. Enterprise Operations	<input type="checkbox"/> £510	<input type="checkbox"/> £510	<input type="checkbox"/> £450	<input type="checkbox"/> £430	<input type="checkbox"/> £190
P1. Performance Operations	<input type="checkbox"/> £560	<input type="checkbox"/> £560	<input type="checkbox"/> £480	<input type="checkbox"/> £430	<input type="checkbox"/> £190
F1. Financial Operations	<input type="checkbox"/> £560	<input type="checkbox"/> £560	<input type="checkbox"/> £480	<input type="checkbox"/> £430	<input type="checkbox"/> £190
Management Level	Tick as appropriate		Tick as appropriate		
E2. Enterprise Management	<input type="checkbox"/> £510	<input type="checkbox"/> £510	<input type="checkbox"/> £450	<input type="checkbox"/> £430	<input type="checkbox"/> £190
P2. Performance Management	<input type="checkbox"/> £560	<input type="checkbox"/> £560	<input type="checkbox"/> £480	<input type="checkbox"/> £430	<input type="checkbox"/> £190
F2. Financial Management	<input type="checkbox"/> £560	<input type="checkbox"/> £560	<input type="checkbox"/> £480	<input type="checkbox"/> £430	<input type="checkbox"/> £190
Strategic Level	Tick as appropriate		Tick as appropriate		
E3. Enterprise Strategy	<input type="checkbox"/> £530	<input type="checkbox"/> £530	<input type="checkbox"/> £450	<input type="checkbox"/> £450	<input type="checkbox"/> £190
P3. Performance Strategy	<input type="checkbox"/> £580	<input type="checkbox"/> £580	<input type="checkbox"/> £480	<input type="checkbox"/> £450	<input type="checkbox"/> £190
F3. Financial Strategy	<input type="checkbox"/> £580	<input type="checkbox"/> £580	<input type="checkbox"/> £480	<input type="checkbox"/> £450	<input type="checkbox"/> £190
Professional Competence Level	May '14	Sept '14	Tick as appropriate		
T4. TOPCIMA Part B Case Study Examination	<input type="checkbox"/> £580-£1,160	<input type="checkbox"/> £580-£1,160	<input type="checkbox"/> £480-£1,160	<input type="checkbox"/> £480-£1,160	<input type="checkbox"/> £100
					Total Payment: £

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 CIMA.
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. 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.
6. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
7. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.
8. Sponsorship of the masters' course fees covers the tuition fees only, and 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.
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 1ST 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.

