

ENROLMENT FORM | CIMA PART-TIME 2015

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 <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			
*CIMA registration number:			
*FBT Current student Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please state 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 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 during the weekend and get access to Live Online classes free of charge. The course further enhances your tuition by providing extensive resources such as **study manual, course notes, mock exams, coursework and online study resources**. These benefits are backed by our **PASS 1ST TIME GUARANTEE™** which entitles you to attend the paper again in the event that you do not pass first time.

COURSE TAKEN	PART TIME
Course Commencement date	<input type="checkbox"/> February 2015
Certificate Level	Weekend Tuition
CO1. Fundamentals of Management Accounting	<input type="checkbox"/> £500
CO2. Fundamentals of Financial Accounting	<input type="checkbox"/> £500
CO3. Fundamentals of Business Mathematics	<input type="checkbox"/> £500
CO4. Fundamentals of Business Economics	<input type="checkbox"/> £500
CO5. Fundamentals of Ethics, Corporate Governance & Business Law	<input type="checkbox"/> £500
Operational Level	Weekend Tuition
E1. Organisational Management	<input type="checkbox"/> £650
P1. Management Accounting	<input type="checkbox"/> £650
F1. Financial Reporting and Taxation	<input type="checkbox"/> £650
Management Level	Weekend Tuition
E2. Project and Relationship Management	<input type="checkbox"/> £650
P2. Advanced Management Accounting	<input type="checkbox"/> £650
F2. Advanced Financial Reporting	<input type="checkbox"/> £650
Strategic Level	Weekend Tuition
E3. Strategic Management	<input type="checkbox"/> £650
P3. Risk Management	<input type="checkbox"/> £650
F3. Financial Strategy	<input type="checkbox"/> £650
Case Study	Weekend Tuition
Operational Level	<input type="checkbox"/> £650
Management Level	<input type="checkbox"/> £650
Strategic Level	<input type="checkbox"/> £650
TOTAL PAYMENT: £	

SAVE UP TO 20% ON YOUR CIMA PART-TIME[◇]

TERMS AND CONDITIONS

1. 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. 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.
9. 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.

2. *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 that paper for free next term. Please note that the guarantee 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 paper for the next semester), students must:
 - a. Have 100% class attendance;
 - b. Have sat and secured at least 30% on the mock examination. The mock can be sat at the college or via the remote facility;
 - c. Have paid all course fees in full prior to the start of the course;
 - d. Pass 1st Time Guarantee™ does not apply to the re-sit paper;
 - e. In the event of failure, provide proof of that failure on the application for the retake papers;
 - f. Claim the paper under the Guarantee within three months of the results being published;
 - g. Attend the course within 6 months of the conclusion of the course;
 - h. All free paper allowances are subject to the directors' approval.
3. **Students' attention is particularly drawn to the following:**
 - a. The guarantee only covers tuition papers and does not apply to case study courses.
 - b. This free course cannot be deferred and will lapse if not taken up in the following term.
 - c. The Pass Guarantee™ is not transferrable.

3. °SAVE UP TO 20% ON YOUR CIMA PART-TIME:

1. **CIMA applicants applying for a part-time course can get up to 20% off the total package. Breakdown as follows:**
 - Book 2 papers to get 10% off
 - Book 2 papers and a Case Study course to get 15% off
 - Book 3 papers to get 15% off
 - Book 3 papers and a Case Study course to get 20% off
 - Please note that the discount amount is awarded at the school's discretion and constitutes a reduction in tuition fees payable to the school.
2. These offers are valid from **12 January 2015** until **30 January 2015**.
3. For the avoidance of doubt, the above offers will not be retrospective and students enrolled on upcoming intakes who have already made their payments will not qualify for a refund of any kind.
4. Where the Student's School Fees are being paid by another organisation, the Student must ensure that the paying organisation complies with the deadlines for payment.
5. These offers are only open to those students enrolled on one of the Qualifying Courses at Finance and Business Training Limited, hereinafter referred to concurrently as 'The School'
6. All remaining fees (if any) must be paid 30 days prior to the commencement date of the course (published start date). Students who fail to pay their remaining fees as required will relinquish their entitlement for the discount, and their remaining fee will be the original full fee.
7. Please note these offers are not transferable to another student.
8. 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.
9. For the avoidance of doubt, these offers cannot be used in conjunction with any other offer or promotion, including scholarships and/or bursaries.
10. The school reserves the right to withdraw these offers at any time.

The student remains bound by the school Terms and Conditions at all times: <http://www.fbt-global.com/terms-conditions>.

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.

