

ENROLMENT FORM | ACCA FULL-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, 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 affix a passport photograph here

Please note that an English translation should accompany all non-English documents.

SECTION 1: STUDENT DETAILS

All fields marked with * are mandatory

*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:

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

*ACCA registration number:

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.

*VISA holder No Yes

*Copy of visa attached No Yes

*Require visa application No Yes

*Visa Extension No Yes

I declare that I have never overstayed on any previous visa I have received to visit, study or work in the UK

*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 ACCA registration requirements and enter yourself for the ACCA examinations.
- A copy of your passport showing photograph and signature must be attached to this form as this is a compulsory document required by the UK Visas and Immigration (UKVI).

SECTION 2: ENROLMENT DOCUMENTS

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

- CV / Resume (in English)
- Two passport size photos
- Copy of outside front cover page of your passport, biographical data page and all pages with stamps, visas and endorsements (for international students)
- 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 or for international students, not a national of a majority English-speaking country as per UKVI rules)
- Copy of your registration with ACCA. This can be a letter showing the ACCA number or a copy of the ID card from ACCA
- If you are starting part-way through the course we would require your exemption details from ACCA or a copy of your exam report.
- Two letters of recommendation

Enrolment documents to be:

- Collected in person
- Sent by international courier (*International courier fee of £35 is non-refundable*) (**Recommended**)
- Sent by post to:
 - Home Address
 - Correspondence Address
- Once letters have been issued confirming full time status, no refunds or course transfers are permissible other than in the instance of VISA refusal. Please see Section 7 for full Terms and Conditions.
- Please allow up to 7 working days for the documentation to be generated

SECTION 3: ACCA FULL-TIME OPTIONS

Please select the course you want to study by ticking ONE of the choices below:

ACCA Full-time (Individual Papers) *(Please go to Section 4)*

Study ACCA Full-time with a team of specialist tutors and enjoy up to 60 hours of face-to-face teaching per subject area. You can access extensive resources and benefit from studio-recorded video lectures available online. The course further enhances your tuition and revision by providing extensive resources such as **study manual, revision kit and mock papers, pass cards, past exams and online study resources**. All 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.

ACCA Compete 1st Class *(Please go to Section 5)*

With our ACCA Compete 1st Class, you are entitled to our FREE practical skills certificates, when you book more than 6 papers. These will provide you with the vital practical skills needed for a career in accounting and finance, aiming to help you develop key competencies sought-after by employers around the world.

ACCA + MBA / MA in Finance and Investment Full-time *(Please go to Section 6)*

This option combines your ACCA with a postgraduate degree. Studying both means you get the focused accountancy skills of an ACCA qualification, and the broader business and leadership expertise of a postgraduate degree. This combination of advanced knowledge and advanced qualifications will significantly improve your career prospects – anywhere in the world.

SECTION 4: ACCA FULL-TIME 2016 (INDIVIDUAL PAPERS)

Please select your papers below.

CBE's are available for papers F1, F2 & F3 only

COURSE TAKEN	FULL TIME
Exam Date Course Commencement date	June 2016 <input type="checkbox"/> March 2016
FOUNDATION IN ACCOUNTANCY (FIA)	Tick as appropriate
FAB (Accountant in Business)	N/A
FMA (Management Accounting)	N/A
FFA (Financial Accounting)	N/A
KNOWLEDGE	Tick as appropriate
F1 Accountant in Business	N/A
F2 Management Accounting	N/A
F3 Financial Accounting (International)	N/A
SKILLS	Tick as appropriate
F4 Corporate and Business Law (Eng)	<input type="checkbox"/> £600
F5 Performance Management	<input type="checkbox"/> £600
F6 Taxation	<input type="checkbox"/> £600
F7 Financial Reporting (International)	<input type="checkbox"/> £600
F8 Audit & Assurance	<input type="checkbox"/> £600
F9 Financial Management	<input type="checkbox"/> £600
ESSENTIALS	Tick as appropriate
P1 Governance, Risk & Ethics	<input type="checkbox"/> £650
P2 Corporate Reporting (International)	<input type="checkbox"/> £650
P3 Business Analysis	<input type="checkbox"/> £650
OPTIONS	Tick as appropriate
P4 Advanced Financial Management	N/A
P5 Advanced Performance Management	<input type="checkbox"/> £650
P6 Advanced Taxation	<input type="checkbox"/> £650
P7 Advanced Audit & Assurance	<input type="checkbox"/> £650
TOTAL PAYMENT: £	

SECTION 5: COMPETE 1ST CLASS* PACKAGES

This section applies to you, when you book more than 6 papers.

- Apply for **6 papers** and get **1 certificate for free**
- Apply for **9 papers** and get **2 certificates for free**
- Apply for **12 papers** and get **3 certificates for free**

Please select your Compete 1st Class package and Practical Skills Certificate(s) below. Once you select them, please go to section 7 to choose your ACCA papers.

Papers	Package Fee	Deposit	Additional Certificates	Certificates outside package
<input type="checkbox"/> 6	<input type="checkbox"/> £3,600	<input type="checkbox"/> £3,600	<input type="checkbox"/> Sage Line 50	<input type="checkbox"/> £900
<input type="checkbox"/> 9	<input type="checkbox"/> £5,400	<input type="checkbox"/> £3,600	<input type="checkbox"/> Intermediate Financial Modelling	<input type="checkbox"/> £900
<input type="checkbox"/> 12	<input type="checkbox"/> £7,200	<input type="checkbox"/> £3,600	<input type="checkbox"/> Project Management	<input type="checkbox"/> £900
<input type="checkbox"/> 14	<input type="checkbox"/> £8,400	<input type="checkbox"/> £4,200		
Essentials / Options papers add-on for 6 or 9 Compete 1 st Class* Package <input type="checkbox"/> £100				TOTAL PAYMENT: £

For more information about Financial Skills Certificates, visit <http://www.fbt-global.com/professional/acca/compete-first-class/>.

SECTION 6: ACCA + MBA / MA IN FINANCE AND INVESTMENT FULL-TIME 2016

Please select the number of papers you want to book. Once you select them, please go to section 7 to choose your ACCA papers.

Number of Papers (Subjects) Left to complete	ACCA+MBA / MA	Deposit on Application	Next Payment Before Courses Start
<input type="checkbox"/> 14	£8,400	£4,200	£4,200
<input type="checkbox"/> 13	£7,850	£3,925	£3,925
<input type="checkbox"/> 12	£7,200	£3,600	£3,600
<input type="checkbox"/> 11	£7,050	£3,525	£3,525
<input type="checkbox"/> 10	£6,770	£3,385	£3,385
<input type="checkbox"/> 9	£6,410	£3,205	£3,205
<input type="checkbox"/> 8	£5,950	£2,975	£2,975
<input type="checkbox"/> 7	£5,610	£2,805	£2,805
<input type="checkbox"/> 6	£5,170	£2,585	£2,585
<input type="checkbox"/> 5	£5,026	£2,513	£2,513
<input type="checkbox"/> 4	£4,702	£2,351	£2,351
<input type="checkbox"/> 3	£4,216	£2,108	£2,108
			TOTAL PAYMENT: £

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

ONLINE COURSE FEE: £550

SECTION 7: SELECT YOUR ACCA PAPERS

This section applies to you if you chose Section 5 or Section 6 of this application form. Please select your ACCA papers below.

Knowledge Level	Skills Level	Essentials Level	Options Level
<input type="checkbox"/> F1 Accountant in Business <input type="checkbox"/> F2 Management Accounting <input type="checkbox"/> F3 Financial Accounting (International)	<input type="checkbox"/> F4 Corporate and Business Law (Eng) <input type="checkbox"/> F5 Performance Management <input type="checkbox"/> F6 Taxation <input type="checkbox"/> F7 Financial Reporting (International) <input type="checkbox"/> F8 Audit & Assurance (International) <input type="checkbox"/> F9 Financial Management	<input type="checkbox"/> P1 Governance, Risk & Ethics <input type="checkbox"/> P2 Corporate Reporting (International) <input type="checkbox"/> P3 Business Analysis	<input type="checkbox"/> P4 Advanced Financial Management <input type="checkbox"/> P5 Advanced Performance Management <input type="checkbox"/> P6 Advanced Taxation <input type="checkbox"/> P7 Advanced Audit & Assurance

SECTION 8: 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. Students on a Student VISA must book and attend a minimum of three academic subjects each term to meet the requirements of their VISA. **Students must familiarise themselves with UKVI regulations and at all times abide by the conditions of their VISA.** Students must inform the School immediately of any change in their immigration status.
2. To book a place on a course, either the full fee or a minimum deposit of the one year fee is required.
3. 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.
4. In case you require a Confirmation of Acceptance for Studies ("CAS"), as per UKVI regulations, you must provide the following information with your application as evidence which will be included in your CAS: copies of all previous relevant education – A levels, GCSEs (or equivalents), degree (certificate/diploma and transcripts) and an English translation of all documents not in English. Please note that a failure to provide such documents with your application will delay the issuance of a CAS.
5. Subject to Clauses 6 and 8 below, if a student's VISA application has been refused, fees paid may be refunded less an administration charge of £150 (plus any courier and transfer charges) on production of the following documents: (1) Copy of the VISA refusal letter (APP200); (2) Copy of the student's passport showing both a photograph and signature; and (3) Where the payee was not the student, an original authority letter from the student authorising the repayment to the payee. Applications for refunds under this section must be made in writing at least 15 days before the commencement date of the course (published date). It is the student's responsibility to satisfy themselves that they could comply with the notification guidelines prior to making an application. In the circumstance where notification under this Clause 5 will be impossible, a student may be asked to waive their right to apply for a refund by completing a Waiver Form before they enrol on any course. For the avoidance of doubt, where a Waiver Form is completed, the student agrees to waive their right to a refund.
6. If a VISA application is refused on the grounds that the student has failed to provide necessary documents, demonstrate adequate financial support or other reasons for which the student is accountable, the School accepts no responsibility to refund under Clause 5 above. The student is held responsible if the VISA application has been made late and their FBT enrolment has already processed.
7. A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the ACCA and UKVI.
8. No refunds or course transfers are permissible other than in the instance of VISA refusal once letters have been issued confirming full time status, and only when a student complies with the refund application procedures as detailed above in Clause 5.
9. 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).
10. 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.
11. The School is required to inform the appropriate authorities, including the UKVI, where a student has been removed from School under Clause 9 above. The school has a duty to report all cases of non-arrival, non-attendance, non-payment, non-progression and contravention of the student visa regulations to UKVI within 10 days of the offence.
12. 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.
13. 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.
14. 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.
15. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
16. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.
17. **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.**
18. **Please note that, for dual programmes, the School can only sponsor one course at a time and therefore the sponsorship for the MBA/MA course will apply after the completion of your ACCA course.**
19. Your enrolment on a course of study (including the issue of a CAS) 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.
20. 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. ACCA + MBA / MA TERMS AND CONDITIONS:

1. To complete the MBA/MA course students must pass 14 ACCA papers (i.e.: F1–P5). Students may be admitted onto the MBA/MA course prior to passing their final three ACCA Papers. **SUBSEQUENT TO COMMENCING THE MBA/MA COURSE, SHOULD A STUDENT DISCOVER**

THAT SHE HAS FAILED ANY ACCA PAPERS, HE/SHE WILL NOT BE ENTITLED TO A REFUND OF ANY AMOUNT PAID. FOR THE AVOIDANCE OF DOUBT, FAILURE OF ANY ACCA PAPERS WILL NOT ENTITLE THE STUDENT TO A REFUND OF ANY AMOUNT.

2. **The School reserves the right to offer the MBA/MA portion of the dual programme either online or on campus (depending on availability). For the avoidance of doubt, the decision concerning such availability (whether online or on campus) shall be at the sole discretion of the School.**
3. The awarding body for the MBA/MA course will be one of FBT's partner universities; however, awarding bodies are subject to change from time to time. The School's obligations shall be discharged by providing tuition leading to a recognised MBA/MA award by a recognised awarding body. The School reserves the right to change the awarding body, and will notify the student as soon as reasonably practicable. In light of this, the student agrees that they shall have no claim based on changes to the awarding bodies.
4. On completing this application form, students will be entitled to take advantage of the special offer tuition fees for the MBA/MA Programme. Students must complete a separate application form to undertake the MBA / MA programme. Admission is not guaranteed.
5. Where a student is not admitted to the MBA / MA programme upon successful completion of ACCA examinations, a partial refund of the difference between the fees paid and our normal ACCA fees will be offered. **FOR THE AVOIDANCE OF DOUBT, A STUDENT WILL ONLY BE OFFERED A PARTIAL REFUND, WHERE THEY HAVE NOT COMMENCED STUDY ON THE MBA/MA PROGRAMME, AND COMPLY WITH THE REFUND TERMS AND CONDITIONS.**
6. To book a place on courses, payment of either the full fee or a minimum deposit the one year fee is required.
7. The number of exemptions from the MBA / MA syllabi, and the corresponding number of modules you would need to take will be determined by the Admissions Board. Exemptions cannot be guaranteed ahead of a confirmation from the Admissions Board, and is subject to validation.
8. Students who are not awarded maximum exemptions, may be required to pay additional fees.

3. *COMPETE 1ST CLASS PACKAGES TERMS AND CONDITIONS:

1. Programme Packages enable you to enrol for a number of subjects and fix the tuition fee.
2. The special fees offer is only available for students who complete their ACCA exams with FBT.
3. When choosing a package, please specify which subjects you are taking during the 1st semester.
4. No other offer may be used in conjunction with a Programme Package.
5. Students enrolling on a Compete Package can take advantage of special pricing and added-value services. No partial refunds or transfers of unutilised package elements are permitted. 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.
6. The total Package fee 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 and attend a minimum of 3 academic subjects each term. Please contact your Advisor for more details.
7. When enrolling for a package of 6 or 9 papers which includes any essentials/options papers, an additional fee of £100 will incur.

4. ^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 re-sit 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.
 - d. The Pass Guarantee™ offers a free re-sit course, but does not cover VISA renewals, for which a separate fee will be charged. International students who would want to take advantage of the Pass Guarantee™ and will require a visa renewal will need to pay a separate fee for their VISA renewal. The fee will be equivalent to the then current yearly tuition fees for the course of studies they follow.

Please refer to 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.

