

ENROLMENT FORM | CIMA FULL-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 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:
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*Correspondence Address: (if different from home address)

*City:	*Country:	Postcode:
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*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
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*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).

*VISA holder	No <input type="checkbox"/> Yes <input type="checkbox"/>	*Copy of visa attached	No <input type="checkbox"/> Yes <input type="checkbox"/>
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*Require visa application	No <input type="checkbox"/> Yes <input type="checkbox"/>	*Visa Extension	No <input type="checkbox"/> Yes <input type="checkbox"/>
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☐ 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 CIMA registration requirements and enter yourself for the CIMA 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 national of a majority English-speaking country as per UKVI rules)
- ☐ Copy of your registration with CIMA. This can be a letter showing the CIMA number or a copy of the ID card from CIMA
- ☐ If you are starting part-way through the course we would require your exemption details from CIMA 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: COURSE SELECTION

Please select which course you want to study:

☐ CIMA Full-time *(Please go to Section 4)*

CIMA is a broadly based qualification which develops key decision making, management, strategic and analytical skills. Through invaluable skills training and up to 60 hours of high quality tuition per subject, you will be equipped for CIMA exam success.

The course further enhances your tuition and revision by providing extensive resources such as **study manual, course notes, mock exam 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.

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

Throughout the Master's programmes emphasis is placed on leadership and management essentials. This focus is designed to develop a holistic understanding of business processes and managerial procedures whilst providing you with both hard and soft skills. The MBA will hone your strategic accounting techniques, teaching you how to assess business performance at an advanced level. The MA in Finance and Investment provides a detailed examination of the financial landscape, including investments, corporate finance and international finance.

SECTION 4: CIMA FULL-TIME 2014

Please select your papers below.

CBE's are available for papers CO1-CO5 only, call for details

COURSE TAKEN	FULL TIME	
Exam Date (Course Commencement date)	November 2014 (August 2014)	
Certificate Level <i>(Learn Pass & Go)</i>	Tick as appropriate	
CO1. Fundamentals of Management Accounting	<input type="checkbox"/> £565	
CO2. Fundamentals of Financial Accounting	<input type="checkbox"/> £565	
CO3. Fundamentals of Business Mathematics	<input type="checkbox"/> £565	
CO4. Fundamentals of Business Economics	<input type="checkbox"/> £565	
CO5. Fundamentals of Ethics, Corporate Governance and Business Law	<input type="checkbox"/> £565	
Operational Level	Tick as appropriate	
E1. Enterprise Operations	<input type="checkbox"/> £665	
P1. Performance Operations	<input type="checkbox"/> £665	
F1. Financial Operations	<input type="checkbox"/> £665	
Management Level	Tick as appropriate	
E2. Enterprise Management	<input type="checkbox"/> £665	
P2. Performance Management	<input type="checkbox"/> £665	
F2. Financial Management	<input type="checkbox"/> £665	
Strategic Level	Tick as appropriate	
E3. Enterprise Strategy	<input type="checkbox"/> £665	
P3. Performance Strategy	<input type="checkbox"/> £665	
F3. Financial Strategy	<input type="checkbox"/> £665	
Professional Competence Level	May '14 exam	Sept '14 exam
T4. TOPCIMA Part B Case Study Examination	<input type="checkbox"/>	<input type="checkbox"/>
<p>When you book 6 or more papers, you are entitled to free Financial Skill Certificates. Please go to Section 5 to find out more.</p>		
Total payment:		

SECTION 5: COMPETE 1ST CLASS* PACKAGES

If you booked more than 6 papers, this section applies to you.

Combine the CIMA professional qualification with the practical skills essential for successful accounting and finance professionals. Take advantage of our free Certificates to make the most of your learning.

- 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 certificate for free**

Please select your Compete 1st Class package and certificate(s) below.

Papers	One off payment Special Rate	Deposit	Additional Certificates	Certificates outside package
<input type="checkbox"/> 6	<input type="checkbox"/> £2,980	<input type="checkbox"/> £2,980	<input type="checkbox"/> Sage Line 50	<input type="checkbox"/> £900
<input type="checkbox"/> 9	<input type="checkbox"/> £4,480	<input type="checkbox"/> £2,240	<input type="checkbox"/> Intermediate Financial Modelling	<input type="checkbox"/> £900
<input type="checkbox"/> 12	<input type="checkbox"/> £5,680	<input type="checkbox"/> £2,840	<input type="checkbox"/> Project Management	<input type="checkbox"/> £900
<input type="checkbox"/> 14	<input type="checkbox"/> £6,200	<input type="checkbox"/> £3,100		
<input type="checkbox"/> 15	<input type="checkbox"/> £6,800	<input type="checkbox"/> £3,400		
TOPCIMA add-on for 6 or 9 Compete 1 st Class* Package <input type="checkbox"/> £600				Total Payment: £

SECTION 6: CIMA + MBA / MA IN FINANCE AND INVESTMENT FULL-TIME 2014

Please select the number of papers you want to book.

Number of papers (subjects) left to complete	CIMA + MBA / MA	Deposit on application	Next payment before courses start
<input type="checkbox"/> 15	£7,200	£3,600	£3,600
<input type="checkbox"/> 14	£6,600	£3,300	£3,300
<input type="checkbox"/> 13	£6,330	£3,165	£3,165
<input type="checkbox"/> 12	£6,080	£3,040	£3,040
<input type="checkbox"/> 11	£5,770	£2,885	£2,885
<input type="checkbox"/> 10	£5,670	£2,835	£2,835
<input type="checkbox"/> 9	£5,570	£2,785	£2,785
<input type="checkbox"/> 8	£5,050	£2,525	£2,525
<input type="checkbox"/> 7	£4,810	£2,405	£2,405
<input type="checkbox"/> 6	£4,470	£2,235	£2,235
<input type="checkbox"/> 5	£4,376	£2,188	£2,188
<input type="checkbox"/> 4	£4,182	£2,091	£2,091
<input type="checkbox"/> 3	£3,826	£1,913	£1,913

* See Section 7.3 for Compete 1st Class Terms and Conditions

SECTION 7: TERMS AND CONDITIONS

7.1 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 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. Details of all education since you first arrived in the UK must be included, together with copies of all visas and visa documents. 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 been processed.
7. A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to CIMA 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. 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.
10. 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.
11. 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.
12. 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.
13. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
14. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.
15. 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.
16. **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.**
17. **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 CIMA course.**
18. 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.
19. 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.

7.2 CIMA + MBA / MA TERMS AND CONDITIONS:

- To complete the MBA/MA course students must pass 15 CIMA papers (i.e.: CO1 - T4). Students may be admitted onto the MBA/MA course prior to receiving the results of their final three CIMA Papers. **SUBSEQUENT TO COMMENCING THE MBA/MA COURSE, SHOULD A STUDENT DISCOVER THAT SHE HAS FAILED ANY CIMA PAPERS, HE/SHE WILL NOT BE ENTITLED TO A REFUND OF ANY AMOUNT PAID. FOR THE AVOIDANCE OF DOUBT, FAILURE OF ANY CIMA PAPERS WILL NOT ENTITLE THE STUDENT TO A REFUND OF ANY AMOUNT.**
- 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.**
- 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.
- 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.
- Where a student is not admitted to the MBA / MA programme upon successful completion of CIMA examinations, a partial refund of the difference between the fees paid and our normal CIMA 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.**
- To book a place on courses, payment of either the full fee or a minimum deposit of one year fee is required.
- 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.
- Students who are not awarded maximum exemptions, may be required to pay additional fees.

7.3 *COMPETE 1ST CLASS PACKAGES TERMS AND CONDITIONS:

- Programme Packages enable you to enrol for a number of subjects and fix the tuition fee.
- The special fees offer is only available for students who complete their CIMA exams with FBT.
- When choosing a package, please specify which subjects you are taking during the 1st semester.
- No other offer may be used in conjunction with a Programme Package.
- 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.
- 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.
- If T4 is part of your package (excluding 15 paper packages), an additional £600 charge will incur.

7.4. **FBT PASS 1ST TIME GUARANTEE™ TERMS AND CONDITIONS:

- 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 resit course will cover the failed paper and cannot be used for any other papers.
- 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:
 - Attend 90% of the tuition classes — please note that any absence that is authorised will not count towards the calculation of your attendance;
 - Attend 100% of the revision classes;
 - Pass the revision mock test conducted by FBT;
 - Pay all course fees in full prior to sitting the first examination;
 - Attempt the real exam at the earliest available examination sitting;
 - In the event of failure, provide proof of that failure on the application for the retake course;
 - Claim the re-sit course under the Guarantee within one month of the results being published; and
 - Attend the re-sit course/class at the next examination sitting.
- 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™.
- Students' attention is particularly drawn to the following:
 - 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.
 - The Pass Guarantee™ is not transferrable.
 - 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.
 - 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 <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.

SECTION 8: METHODS OF PAYMENT

Please quote your name and student number as your reference when making a payment via both transfer and cheque.

If you do not have a student number, please contact your consultant who will be able to provide you with one.

☐ I confirm that a transfer of £_____ has been made to FBT Accounts as stated below.

Bank Name: Lloyds TSB Bank

Bank Address: 114-116 Colmore Road, Birmingham, B3 3BD, United Kingdom

Account Name: Finance and Business Training LTD

Account number: 17771968

Sort Code: 30-64-10

International Bank Account Number: GB02LOYD30641017771968

☐ I enclose a banker's draft for £_____ made payable to "Finance and Business Training LTD"

☐ I enclose a cheque for £_____ made payable to "Finance and Business Training LTD"

☐ I enclose a postal order in UK Sterling pounds for £_____

☐ I authorise you to charge £_____ to my credit/debit card

Card type (please tick as appropriate)

[illegible]

Valid From (where applicable): ____/____ Expires end: ____/____ Last 3 digits of security code on reverse of card: _____

Name of cardholder: _____ Postcode of cardholder: _____

Address of cardholder: _____

Signature of cardholder: _____

- I consent to the school providing my details to CIMA in order to ascertain exam pass rate
- I confirm that I have registered with CIMA or intend to register
- I have read and accept the full Terms and Conditions and agree to abide by them

Student's signature: _____ **Date:** ____/____/____

FBT or our group companies may contact you via phone, mail or email to keep you informed about further professional training or other services and products of interest. If you do wish to be contacted by us with such information, please tick here ☐