

ACCA Booking Form

Course, CBE and Admin

PERSONAL DETAILS

Title	DoB	ACCA Registration no.
First name		
Last name		
Company name		
Position in the Company		
Business e-mail address		
Personal e-mail address		
Office telephone		
Mobile telephone		
Fax		
Address for correspondence/delivery		

AUTHORISATION TO INVOICE EMPLOYER

Company name	
Company invoicing address	
Register of commerce	
Fiscal code	
Bank	
Bank account	
Authorizing Manager Details	
First name	
Last name	
Position in the company	
E-mail address	
Telephone	

Date of course registration
Signature

Signature	Stamp
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By signing above you have agreed the terms and conditions on the back of this form.
Please note that providing us with all the personal details is mandatory for a proper registration.

ACCA Courses (Please insert the dates on which you will attend the courses and state the total fees)

Course Dates				Course Fees		
ACCA Papers (e.g. F5 PM)	Feeder Courses Dates	Revision Courses Dates	Intensive Courses Dates	Full course	Feeder/ Revision	Intensive Course
1.				Please insert...	Please insert...	Please insert...
2.				Please insert...	Please insert...	Please insert...
3.				Please insert...	Please insert...	Please insert...
4.				Please insert...	Please insert...	Please insert...
				TOTAL		

ACCA Course Fees* (per course; without VAT)

Knowledge Module (F1 - F3)			Skills Module (F4 - F9)		Professional Module (P1 - P7)	
Feeder	Revision	Intensive	Feeder / Revision	Full course	Feeder / Revision	Full course
NA	NA	GBP 650	650 GBP	865 GBP	GBP 865	GBP 1225

* All BPP ACCA Course Fees include the full set of study materials (Study Text, Practice & Revision Kit, Course Notes, Course Companion, MyStudy). ! For corporate clients, agreed contract prices apply.

Computer Based Exam (CBE)

ACCA Papers**	Time - 9 a.m. / 12 p.m.	Date Required	Fees per assessment:
F1 - Accountant in Business			GBP 75
F2 - Management Accounting			GBP 75
F3 - Financial Accounting			GBP 75
			TOTAL

** For more information on the Computer Based Exam Session organized at our centre in Bucharest please visit www.bpp.ro

Administration Service per Session

BPP ACCA Initial Registration Fee	GBP 50	<input type="checkbox"/>
Admin Fee for students attending courses	Free of charge	<input type="checkbox"/>
Admin Fee for students not attending courses	GBP 100	<input type="checkbox"/>
For the BPP Admin student only, please state your exams for December 2010 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Choose your examination centre: Bucharest <input type="checkbox"/> Cluj <input type="checkbox"/> Iasi <input type="checkbox"/>		
Timisoara* <input type="checkbox"/> *Please register before 15 September		
TOTAL		
The administration fee does not include any fees which are payable to the ACCA. The exam fees and the 2011 annual subscription will be paid by BPP to ACCA and will appear separately on your invoice.		

To find out more information regarding the ACCA courses and exams please contact Adriana Mangaru at adrianamangaru@bpp.ro or Oana Funaru at oanafunaru@bpp.ro.

Terms and Conditions

These terms and conditions and the application form comprise the agreement pursuant to which BPP Professional Education provides Classroom courses and BPP Learning Media supplies study material to the customer

These terms and conditions and the application form comprise the agreement pursuant to which BPP Professional Education, represented in Romania by Business Training Romania provides training programmes to the customer.

1. Identification required gaining entry to courses

Students must ensure that they bring along when attending a course a personal ID for identification purposes. Failure to undertake this measure may lead to students being refused entry to the classroom.

2. Payment Terms

2.1 Full payment or authorisation to invoice an employer, must accompany the application form.

2.2 Full payment or authorisation to invoice an employer is required when any study materials are ordered and prior to any materials being despatched.

2.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.

2.4 Where BPP Professional Education has received authorisation to invoice employer the following payment terms apply:

- Full payment is due within 10 days from the date of the invoice.
- Payment is due immediately if booking is made less than 10 days before the course start date.

• The exchange rate used for issuing invoices is the ING selling rate published in the issuing date

• If BPP Professional Education fails to receive full payment of the invoice by the course start date the customer may be refused entry to the course.

• BPP Professional Education reserves the right to charge late payment interest on any outstanding invoices, of 0.1% per day of delay.

• BPP Professional Education reserves the right to recover any reasonable debt collection costs in connection with this Agreement.

• The employer is liable for all unpaid invoices.

2.5 Where a block booking has been made, half of the fee must be made at time of booking, with the balance payable within 6 months.

3. Study Materials

BPP Professional Education will despatch materials on receipt of the full course fee or authorisation to invoice employer upon request. Alternatively, students will receive the course material on the first day of the course.

4. Administration Scheme

If students would like to subscribe to the BPP ACCA Administration Scheme, BPP Professional Education would be responsible for registering students to the ACCA in Glasgow UK for the one off ACCA initial registration fee of GBP 50. Once an ACCA student, BPP will provide under the admin scheme every session registration to the ACCA exams, payment of all the ACCA fees on the students' account (BPP will be invoicing these fees back to them at a later stage) and will monitor the ACCA correspondence. The student will, however, be responsible for informing the BPP ACCA Contact Person of the exam options and also for the payment of the relevant BPP ACCA invoices which will include not only course fees, but also the ACCA admin and sundry fees for exam, exemptions, annual subscriptions etc. Should students not require this service, they will be responsible for completing and submitting all the various forms in connection with the ACCA registration and examinations, i.e. BPP will NOT be responsible for students not registered on the BPP Administration Scheme to respecting the ACCA Deadlines.

Students attending BPP Courses benefit of 50% discounted ACCA Admin Rate of GBP 50 per session (after discount).

5. Deferrals and transfers

Courses can be deferred to the next sitting, provided full payment has been received, and BPP is informed at least 14 days prior to the course start date. A deferral fee of £40 will be charged. Subject to availability, it may be possible to transfer to an alternative course. A course transfer fee of £25 will be charged. Such transfer may also give rise to an additional charge for replacement study materials. There are no refunds or deferrals for part completed courses. A full time course is all feeder, revision and mock days. Under no circumstances are courses or study materials transferable between customers.

6. Cancellations

Courses can be cancelled by the customer up to 14 days before the start date of the course. A cancellation fee of £40 will be charged together with the materials cost if they were already dispatched. Postage and packing of the materials will not be refunded. Full fees are payable if less than 14 days notice is given.

7. Course Changes

BPP reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of BPP, such an action is necessary. BPP will notify the customer as soon as the change is made. The customer has the option to reschedule the course, apply the fees to another course, or to receive a refund or credit note for the course fees paid to BPP.

8. Computer Based Exams

Computer based exams are available only for papers F1, F2, F3. The deadline for submitting the CBE registration form is one week before the exam date, subject to available seats. After receiving the CBE Joining Instructions the students have the obligation to confirm their attendance in writing. Any cancellations/ transfers/deferrals will be processed free of charge if submitted with at least 7 days prior to the exam date. All cancellations/ transfers/deferrals submitted with less than 7 days in advance will lead to full exam fee payment.

9. Intellectual Property

9.1 BPP Learning Media Ltd grants the customer a non-transferable, nonexclusive licence to use BPP Learning Media Ltd's products (including information, training material content, software and data) under the terms of this Agreement.

9.2 This licence terminates upon termination of this Agreement for whatever reason.

9.3 The customer warrants that they shall only use BPP Learning Media Ltd's products for their own educational purposes and shall not, without BPP Learning Media Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate BPP Learning Media Ltd's products (or any part of them) to any person other than in accordance with this Agreement.

9.4 The customer shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of BPP Learning Media Ltd products in breach of this Agreement.

10. Change of address or other contact details

BPP Professional Education must be notified in writing of any change in a customer's details, including the email address specified on the customer's application form.

11. Security

Personal possessions are the sole responsibility of the customer and BPP Professional Education accepts no responsibility for anything that is lost or stolen from its venues. Customers are advised to keep valuables with them at all times.

12. Notices

Any notices required to be served by BPP Professional Education under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the customer, at BPP's discretion.

13. Limitation of Liability

13.1 The liability for BPP Professional Education for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the customer (or employer) for the course or study materials.

13.2 BPP Professional Education shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

14. Data Protection

14.1 Customers agree that, in relation to information held from time to time, BPP Professional Education may:

- Use the information to perform their obligations and enforce right under this Agreement.
- Use the information to inform customers about courses, products or services which may be of interest to them.
- Share the information with BPP group companies to inform the customer about other products or services which may be of interest to them.
- Use the information to inform customers of feedback and exam results.
- Communicate with the customer's employer regarding their progress, results and attendance.

14.2 Customers have the right to receive details of the personal information held by BPP Professional Education. A fee of £20 will be payable.

14.3 In the event that customers do not wish to receive correspondence from BPP Professional Education a written request should be sent at bucharest@bpp.com.

If any part of this Agreement is held to be unenforceable, the remaining terms and conditions shall continue in force.

