

# DipIFR Administration Scheme Registration



| PERSONAL DETAILS                    |     |   |   |   |   |   |   |   |   |                    |
|-------------------------------------|-----|---|---|---|---|---|---|---|---|--------------------|
| Title                               | DoB | D | D | M | M | Y | Y | Y | Y | DiplFR Student No. |
| First name                          |     |   |   |   |   |   |   |   |   |                    |
| Last name                           |     |   |   |   |   |   |   |   |   |                    |
| Company name                        |     |   |   |   |   |   |   |   |   |                    |
| Position in the Company             |     |   |   |   |   |   |   |   |   |                    |
| Business e-mail address             |     |   |   |   |   |   |   |   |   |                    |
| Personal e-mail address             |     |   |   |   |   |   |   |   |   |                    |
| Daytime telephone                   |     |   |   |   |   |   |   |   |   |                    |
| Mobile telephone                    |     |   |   |   |   |   |   |   |   |                    |
| Fax                                 |     |   |   |   |   |   |   |   |   |                    |
| Address for correspondence/delivery |     |   |   |   |   |   |   |   |   |                    |
| Date of registration                |     |   |   |   |   |   |   |   |   |                    |
| Signature                           |     |   |   |   |   |   |   |   |   |                    |

| 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                         |       |
| Signature                         | Stamp |

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 details and fees (GBP) |      |
|-----------------------------|------|
| STEPS                       | FEES |
| Registration*               | 160  |
| Re-sit**                    | 160  |

| BPP details and fees (GBP) |                          |          |                          |                                  |
|----------------------------|--------------------------|----------|--------------------------|----------------------------------|
| EXAM SESSIONS              |                          |          |                          | BPP ADMINISTRATION FEE           |
| June                       | <input type="checkbox"/> | December | <input type="checkbox"/> | 100 GBP <input type="checkbox"/> |

The BPP fees do not include VAT.  
 \* The registration fee includes one exam attempt.  
 \*\* If applicable.

To find out more information regarding BPP's Professional Courses and Qualifications and relevant exams please visit our website [www.bpp.ro](http://www.bpp.ro) or contact us at [bucharest@bpp.ro](mailto:bucharest@bpp.ro).

# Terms and Conditions

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 administration services

Students must ensure that they bring along when registering into the administration scheme 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 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.
- 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 ACCA invoice payment deadline the customer may be refused entry the administration services.
- 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 authorising person for this form is liable for all unpaid invoices.

## 3. 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.

## 4. 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.

## 5. 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.

## 6. Limitation of Liability

6.1 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.

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

## 7. Data Protection

7.1 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.

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

7.3 In the event that customers do not wish to receive correspondence from BPP Professional Education a written request should be sent at [bucharest@bpp.ro](mailto:bucharest@bpp.ro).

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

