Student ID - for office use only

Enrolment Form | ACCA + MBA/ MSc in Finance

Full-time Courses 2010

Please make sure that you complete all sections of this application form clearly in **black or blue ink and block capitals** and return by Phone/ Fax/ Online/ Post to:

Finance Business Training, 2nd Floor, Centre City, 5-7 Hill Street, Birmingham, B5 4UA, UK

Tel: +44 (0) 121 616 3370, Fax: +44 (0) 845 337 3406, Visit www.fbt-global.com and click online booking

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

If you require any assistance in completing this form please contact customer services on +44 (0) 121 616 3370

Title*(Mr/Ms/Mrs/Miss)…… **Family Name***.....**First Name***.....

Home address*.....

……**City*** ……**Country***…… **Postcode:** ……

Correspondence Address*

….....(if different from home address)

…… **City***……**Country***..…… **Postcode:** ……

Date of Birth* (day/month/year)…./……/…… **Tel: Home***.....**Work***:.....**Mobile***.....

E-mail address*.....**Passport number***.....**Nationality***.....

ACCA registration number.....

VISA holder*	No ☐	Yes☐	**Copy of visa attached***	No ☐	Yes☐
Require visa application*	No ☐	Yes☐	**Visa Extension***	No ☐	Yes☐

****mandatory fields***

IMPORTANT: 1. It is your responsibility to complete the ACCA registration requirements and enter the ACCA examinations.

2. A copy* of your passport showing photograph and signature must be attached to this form.

****compulsory document required by the Home Office***

Enrolment Documents

- We strongly recommend you to pay the full fees for at least one whole year (6 subjects) to satisfy the British High Commission.
- **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 ☐
  ** Please allow up to 7 working days for the documentation to be generated.
- **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 below for full Terms and Conditions.**

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 Home Office 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 50% of the total course cost is required. All deposits received are for the sole purpose of reserving a course place and are non-refundable, save as provided otherwise in these Terms and Conditions.
3. Once letters have been issued confirming full-time status, no refunds or course transfers are permissible other than in the instance of visa refusal, and only when a student complies with the refund application procedures as detailed below.
4. If a student's visa application has been refused, then the fees paid will be refunded less an administration charge of £100 (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 circumstances when notification under this clause will be impossible, an application by the student forms a waiver of the rights under this clause.
5. If a visa application is refused on the grounds that the student 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 section 4.The student is held responsible if the visa application has been made late and their FBT enrolment has already processed.
6. A charge of £50 will be made to students for all dishonoured payments. The School reserves the right to report offenders to the ACCA.
7. 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.
8. The School reserves the right to inform the appropriate authorities, including the British Home Office, where a student has been removed from School under section 7 above.
9. 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.
10. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries.
11. Availability of the online resources cannot be guaranteed due to reasons beyond the School's control, including technical faults and limitations.
12. 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. Sponsorship of the masters' course fees covers the tuition fees only, but does not include incidentals like textbooks and exam entry/assessment fees (£118 per module), dissertation mentoring fees (£250), dissertation submission fees (£150) 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.

Office check

Student advisor's signature

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COURSE TAKEN	FULL TIME					Re-sit
Exam Date	**Jun-10**		**Aug-10**	**Dec-10**		Please state your re-sit time below
(Course Commencement date)	**Jan-10**	**Feb-10**	**Jun-10**	**Jul-10**	**Aug-10**	
KNOWLEDGE	**KNOWLEDGE**					
F1 Accountant in Business	☐	☐	☐	☐	☐	☐
F2 Management Accounting	☐	☐	☐	☐	☐	☐
F3 Financial Accounting (International)	☐	☐	☐	☐	☐	☐
SKILLS	**SKILLS**					
F4 Corporate and Business Law (UK)	Not available	☐	Not available	Not available	☐	☐
F5 Performance Management		☐			☐	☐
F6 Taxation		☐			☐	☐
F7 Financial Reporting (International)		☐			☐	☐
F8 Audit & Guarantee (International)		☐			☐	☐
F9 Financial Management		☐			☐	☐
ESSENTIALS	**ESSENTIALS**					
P1 Professional Accountant	Not available	☐	Not available	Not available	☐	☐
P2 Corporate Reporting (International)		☐			☐	☐
P3 Business Analysis		☐			☐	☐
OPTIONS (Choose 2 out of 4)	**OPTIONS**					
P4 Advanced Financial Management	Not available	☐	Not available	Not available	☐	☐
P5 Advanced Performance Management		☐			☐	☐
P6 Advanced Taxation		☐			☐	☐
P7 Advanced Audit & Guarantee		☐			☐	☐

Total ACCA papers: ……

CBE's are available for papers F1, F2 & F3 only **(MSER students must pass F2 and F3 before attempting F1)**

Compete 1st Class*

1. Top quality ACCA study materials and exam kits
2. FBT lecture and revision notes
3. Revision sessions
4. Mock exams and marking
5. Free online resources – recorded lectures, lecture notes, questions with feedback.
6. Pass Guarantee
7. Free certificates (see below)
8. Up to 30% discount on our Practical Placement programme**

Additional certificates			**Feb-10**	**Jun-10**	**Aug-10**
Sage Line 50	normal price	£900	☐	☐	☐
Financial Modelling Intermediate	normal price	£900	☐	☐	☐
Project Management	normal price	£900	☐	☐	☐
Risk and Financial Management	normal price	£900	☐	☐	☐

Apply for 2 or more papers and receive **30%** off the above certificates

Apply for 6 papers and qualify for 1 out of 4 the courses above for **free**
Apply for 9 papers and qualify for 2 out of 4 the courses above for **free**
Apply for 12 papers and qualify for 3 out of 4 the courses above for **free**
Apply for 14 papers and qualify for 4 out of 4 the courses above for **free**

Practical Placement Programme offered to Compete 1st Class students

Training and Placement Programme (up to 30% discount) ** ☐

(Normal price £1,200 for student who has ICFE and £1,800 for student who doesn't have ICFE)

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Compete 1st Class Terms and Conditions:

* Programme Packages enable you to enrol for a number of subjects and fix the tuition fee. No other offer may be used in conjunction with Programme Package. The minimum deposit payable on initial enrolment is 50% of the total package fee. Any balance 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 for a minimum of 15 teaching hours per term. When choosing a package, please specify which subjects you are taking during the 1st semester.

** Please speak to our advisor for more details

BSc IN APPLIED ACCOUNTING (OXFORD BROOKES UNIVERSITY) - Mentoring Programme

FBT students	£400 ☐
External students	£450 ☐

ICFE

FBT students	£700 ☐
External students	£750 ☐

MBA/ MSc in Finance entry requirements

1. CV / Resume (in English)
2. Minimum of two years' work experience
3. Completed Skill level of ACCA
4. Certified copies of relevant diplomas/qualifications
5. Two letters of recommendation

FBT PASS Guarantee

The FBT PASS Guarantee is offered FREE of charge when you purchase any tuition, revision and QB Day or when you purchase Compete 1st Class package. Having PASS Guarantee allows you to attend a FREE revision based on original booking in the unlikely event that you are unsuccessful in the paper to which the Guarantee applies. Please note that Open Learning courses are not covered by the PASS Guarantee. Terms and conditions apply.

1. The course programme must be followed i.e., you must attend all of the classes, pass the mock exam and complete all progress tests conducted by FBT.
2. All the course fees must be paid in full before the examinations are taken.
3. You must attempt the real exam.
4. In the event of failure you must provide proof of that failure on application for the retake course.
5. In the event of a fail, provided all conditions are met a student will be entitled to attend a 'FREE revision course based on original booking'.
6. The revision course must be attended at the next examination sitting. After that point the PASS Guarantee will lapse.
   The Guarantee is not transferable.
7. You must claim your 'free revision' course within one month after the results have been released.

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ACCA + MBA/MSc in Finance Full-time Programme 2010

Please Tick as appropriate

Number of Papers (Subjects) left to complete	ACCA Fees	Special offer	Special offer price	Master Programme			Total Package ACCA+MBA/ MSc	Deposit on application	Final Payment before ACCA Courses Start
				MSc Fees	MBA Fees	Fees with Sponsorship			
☐ 14	£7,450	30% off	**£5,215**	£13,750	£14,500	**£0**	**£5,215**	£2,608	£2,608
☐ 13	£7,150	28% off	**£5,148**	£13,750	£14,500	**£0**	**£5,148**	£2,574	£2,574
☐ 12	£6,850	25% off	**£5,138**	£13,750	£14,500	**£0**	**£5,138**	£2,569	£2,569
☐ 11	£6,550	22% off	**£5,109**	£13,750	£14,500	**£0**	**£5,109**	£2,555	£2,555
☐ 10	£6,000	21% off	**£4,740**	£13,750	£14,500	**£0**	**£4,740**	£2,370	£2,370
☐ 9	£5,450	20% off	**£4,360**	£13,750	£14,500	**£0**	**£4,360**	£2,180	£2,180
☐ 8	£4,900	17% off	**£4,067**	£13,750	£14,500	**£190**	**£4,257**	£2,129	£2,129
☐ 7	£4,350	16% off	**£3,654**	£13,750	£14,500	**£350**	**£4,004**	£2,002	£2,002
☐ 6	£3,800	15% off	**£3,230**	£13,750	£14,500	**£650**	**£3,880**	£1,940	£1,940
☐ 5	£3,250	5% off	**£3,088**	£13,750	£14,500	**£750**	**£3,838**	£1,919	£1,919
☐ 4	£2,600	4% off	**£2,496**	£13,750	£14,500	**£1,050**	**£3,546**	£1,773	£1,773
☐ 3	£1,950	3% off	**£1,892**	£13,750	£14,500	**£1,350**	**£3,242**	£1,621	£1,621
☐ 2	£1,300	0% off	**£1,300**	£13,750	£14,500	**£1,550**	**£2,850**	£1,425	£1,425
☐ 1	£650	0% off	**£650**	£13,750	£14,500	**£1,790**	**£2,440**	£1,220	£1,220

Total ACCA Subjects: ……

Full Package Fee: ……

ACCA + MBA/ MSc in Finance Compete Package

1. To book a place on courses, payment of either the full fee or a minimum deposit 50% of the total Package fee is required.
2. The number of MBA/ MSc in Finance modules you need to take is decided by the Academic Board.
3. Programme Packages enable you to enrol for a number of subjects and fix the tuition fee.
4. No other offer may be used in conjunction with a Programme Package.
5. The Package balance 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.
6. Students are required to enrol on a minimum of 3 academic subjects each term.
7. Funded MBA/MSc in Finance offer is only available for students who complete their ACCA exams with FBT

Enrolment documents √

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

- ☐ Passport size photo (if any)
- ☐ Copy of your passport bio page and visa (if already issued)
- ☐ Copies of certificates and academic transcripts (with certified translation when needed) of previous academic or professional education
- ☐ Proof of English proficiency
- ☐ 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 we would require your exemption details from ACCA or a copy of your exam statements.
- ☐ CV / Resume (in English) (required for MBA/MSc in Finance entry)
- ☐ Completed or be close to completion of Managerial level at ACCA (required for MBA/MSc in Finance entry).
- ☐ Two letters of recommendation (required for MBA/MSc in Finance entry).

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Methods of payment and enrolment information

☐ I confirm that a transfer of £_____ has been made to FBT Accounts as stated below (please ensure to include the student name as the reference)

Bank Name: Lloyds TSB Bank
Bank Address: PO Box 44, 125 Colmore Road, Birmingham, B3 3SD, 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'
☐ I enclose a cheque for £_____ made payable to 'Finance and Business Training'
☐ 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)

VISA ☐ Maestro ☐ MasterCard ☐ DELTA ☐

Credit/Debit card number: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|Issue no: (where applicable) __|

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 confirm that I have registered with ACCA or intend to register
- I consent to the school providing my details to ACCA in order to ascertain exam pass rates
- I have read full Terms and Conditions and agree to abide by them
- I have completed all mandatory fields

Students signature: _____ **Date:** ____/____/_____

☐ My employer is sponsoring me and I attach a letter confirming this (please tick if appropriate)

FBT MARKETING INFORMATION

Do you want to be updated on further professional training: ☐ Yes ☐ No

If you have ticked 'No' from the above, but still wish to receive updated information about the courses and services specifically relating to your qualification, please tick here: ☐