

ACCA Full-Time course Enrolment Form February to June 2012



First name										Last name																			
PERSONAL DETAILS															EMPLOYER DETAILS (if applicable)														
Existing student <input type="checkbox"/>					New student <input type="checkbox"/>					Job Title																			
Address															Name														
															Address														
Mobile Tel.																													
Home Tel.															Phone.														
Email																													
ACCA Registration Number										DoB.										D	D	M	M	Y	Y	Y	Y		

GNIB Number

Passport Number

SPECIAL BLOCK BOOKING FEES

(tick selected option)



1 YEAR	→	6 PAPERS	→	€4,300	<input type="checkbox"/>
2 YEARS	→	9 PAPERS	→	€6,400	<input type="checkbox"/>
3 YEARS	→	12 PAPERS	→	€8,500	<input type="checkbox"/>
3 YEARS	→	14 PAPERS	→	€9,700	<input type="checkbox"/>



*terms and conditions apply

FUNDAMENTALS LEVEL

Please tick appropriate paper and option

	Feb - June '12 Complete Course	Feb - June '12 Repeat Course	Jul - Dec '12 Complete Course	Jul - Dec '12 Repeat Course
KNOWLEDGE MODULE				
F1 Accountant in Business (BA)	€780 <input type="checkbox"/>	€585 <input type="checkbox"/>	€780 <input type="checkbox"/>	€585 <input type="checkbox"/>
F2 Management Accounting (MA)	€780 <input type="checkbox"/>	€585 <input type="checkbox"/>	€780 <input type="checkbox"/>	€585 <input type="checkbox"/>
F3 Financial Accounting (FA) International	€780 <input type="checkbox"/>	€585 <input type="checkbox"/>	€780 <input type="checkbox"/>	€585 <input type="checkbox"/>
SKILLS MODULE				
F4 Corporate & Business Law (CL) Irish	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>
F5 Performance Management (PM)	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>
F6 Taxation (TX) Irish	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>
F7 Financial Reporting (FR) International	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>
F8 Audit & Assurance (AA) International	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>
F9 Financial Management (FM)	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>	€840 <input type="checkbox"/>	€630 <input type="checkbox"/>

ESSENTIALS MODULE

P1 Governance, Risk & Ethics (GRE)	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>
P2 Corporate Reporting (CR) International	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>
P3 Business Analysis (BA)	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>

OPTIONS MODULE

P4 Advanced Financial Management (AFM)	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>
P5 Advanced Performance Management (APM)	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>	€890 <input type="checkbox"/>	€670 <input type="checkbox"/>
P6 Advanced Taxation (ATX) Irish	N/A	N/A	N/A	N/A
P7 Advanced Audit & Assurance (AAA) International	N/A	N/A	N/A	N/A

Book three Courses, get the third 1/2 price!
*Terms and conditions apply

Total Fee	€
Registration Fee (if Applicable)	€
Discount (if applicable)	€
Total Fee Due	€

Visa Renewal Students Check List

Please submit the following documents with your application:

- Enrolment Form
- Course Fees
- Medical Insurance (if applicable)
- Two Passport Photos
- Copy of Passport
- Proof of ACCA Registration
- Proof of Exemptions (if applicable)
- Copy of GNIB Card
- Previous Attendance letter
- Copy of previous ACCA exam results

VISA Renewal
Letter Issued

/ /20__

Staff
Signature

NB. For overseas students who do not already hold a full-time valid study VISA there are additional documents required. Please contact the Administration Team

Ph. +353 (0)1 611 08 28
Email. fulltimeacca@bpp.com



Selected Terms and Conditions

- Course fees are quoted in (€) and are payable in full at the commencement of each year.
- Course fees quoted are valid until 30th June 2012. In subsequent terms, prices may change but BPP's price promise is that any increase will be no higher than 5% per annum. Please note course fees quoted at the time of enrolment, are the fees applicable. If you have enrolled and fees subsequently change you will not be affected by these changes (eg. if fees increase you will not be charged the incremental amount, alternatively if fees reduce you will not be entitled to any refund/credit).
- In the unlikely event of a student having to repeat a paper there will be a **retake discount** of approximately 25% applicable to the complete course fee for that paper. To be eligible for this repeat discount, you must be enrolling on the course for the subject in which you were unsuccessful in either of the two sittings immediately prior to the term for which you are enrolling. To authenticate the discount, you must present your original examination results notification from either of the two immediately preceding examination diets. The repeat course prices net of the repeat discount are shown overleaf on the Full-time ACCA enrolment form.
- When all ACCA papers up to and including F9 have been completed, BPP Dublin can provide Mentor supervision to ensure successful completion of the Oxford Brookes Project and Assignment (if required). Successful completion of the project and assignment will lead to the Award of the **BSc (Hons) in Applied Accounting**. A fee will apply for this mentoring. If interested, please ask for our Oxford Brookes enrolment form from our full-time administrator.
- Should a student wish to **switch from full-time to part-time** courses, the full-time course administration department must be notified in writing and students should only proceed to attend the part-time course upon receiving written confirmation from the full-time course administration department that such a move has been approved. Please note:
 - A transfer/switch will be strictly subject to availability of a place on the part-time course
 - There will be no credit or refund of fees given in any circumstances. Your full-time fees will be deemed the cost of your part-time course.
 - Please note for overseas students, who have obtained a full-time study visa through BPP for the first time, there are no switches/transfers allowed from full-time to part-time courses.
- A written request to the full-time office is required should a student wish to defer a course. Deferrals are subject to a fee of €75 and terms and conditions apply. Please contact the full-time administration for further information.

Please also note:

- Fees are non-refundable except in circumstances such as VISA refusal, provided courses have not yet commenced. In the event of VISA refusal prior to course commencement, course fees may be refunded less an administration fee of €200 (provided all appropriate written documentation has been received by BPP prior to course commencement).
- For full-time study VISA purposes it would normally be necessary to attend a minimum of four (4) ACCA subjects per annum, although student can enrol for as many subjects as they wish (the absolute minimum is 2 full-time courses each term).
- For overseas students who do not hold a current valid study visa, a minimum of 12 months tuition fees must be paid in advance in order for the college to provide the fee payment confirmation to the relevant VISA authorities. Students who have applied and been approved for a full-time study VISA cannot transfer to any other programme for a minimum of 12 months from the dates of course commencement.
- If a student is claiming any form of discount, please note only one discount can be claimed.
- For all non-EU applicants who do not hold a current valid full-time study VISA there is an initial once off college registration fee of €300. This fee is only payable once and is due prior to course commencement.
- Medical Insurance is not included in the course fees. This is required for study VISA approval and will cost €150 per annum.

The information contained in this publication is intended as a guide for those seeking admission to the college. BPP Ireland reserves the right to make changes affecting policies, fees, curriculum or any other aspect of the courses outlined in its full-time course brochure without prior notice.

Students should keep informed as to the conditions, regulations and college rules applicable. While the college will make every effort to ensure students are kept fully informed the onus is on the student to keep fully informed of changes to college procedures. Comprehensive terms and conditions can be requested from BPP administration or viewed on our website.

ENROLMENT PROCEDURE AND CONDITIONS

- Please complete and return this form, both sides, to the BPP Dublin centre with your payment details (full payment).
- Fees are due in full prior to the course commencement. Unfortunately, places cannot be reserved or course materials issued without full payment. Students become liable for full course fees once the course on which they are enrolled has commenced.
- There are no refunds of course fees.
- Please note that all courses will run subject to demand.
- Please note it is the students responsibility to check timetables before booking a course(s) to try to avoid classes clashing. Timetables are available at the college, on-line or by contacting our ACCA full-time administration team.
- Attendance at all classes, including class tests and mock exams is recorded and is included in the calculation of overall percentage attendance for GNIB reporting purposes. It is a requirement of the VISA authorities that all students with a full-time study VISA maintain an attendance of 85% or more. Students should attend all classes including class tests and mock exams as per their scheduled timetable. Unfortunately, classes missed including tests and mock exams (except in exceptional circumstances) cannot be rescheduled or sat at a later date.

I agree to accept the terms and conditions of enrolment outlined herein and also the details set out in the main brochure and all related documents. Copies of all relevant documents are available on request.

Student signature

Date

PAYMENT (if not sponsored by employer) - Prices are valid until 31/06/2012

BY CASH

BY PERSONAL CHEQUE

BY COMPANY CHEQUE

CREDIT CARD/LASER**

INVOICE EMPLOYER***

Cardholder's name

Cardholder's address (if different from overleaf)

*Please make cheques payable to BPP Professional Education

**If you are paying by credit card or laser, please complete the fields below

***If your employer is to be invoiced, please complete the enclosed "Employers Agreement to Sponsor" form and have it signed, stamped and dated by an authorised signatory on behalf of the sponsoring company.

PO No. (if applicable)

FOR OFFICE USE ONLY

Date	Receipt No.	Staff Initials	Method of payment	Amount paid

Card number	<input type="text"/>	CW	<input type="text"/>	<input type="text"/>									
Expires end	<input type="text"/>	Cardholder's signature	<input type="text"/>	Date									