



PLEASE AFFIX
PHOTOGRAPH
HERE

ACCA Full-time Enrolment Form

STUDENT DETAILS:

Title: (Mr / Mrs / Miss / Ms):

Family name:

Forename(s): D/O/B / /

Permanent Address:

.....

Country: Postcode:

Telephone Numbers: Home:

Mobile:

Work:

Email Address:

ACCA Registration Number:

PLEASE NOTE: It is your responsibility to complete the ACCA registration process and enter for all relevant examinations. You may register with ACCA after enrolling with South Birmingham College. The deadlines are: 31st December for June exams & 15th August for December exams.

PERMANENT OVERSEAS ADDRESS: (Where applicable)

Address:

City: Country:

Telephone Numbers: Home:

Mobile:

Work:

Email Address:

ACCA PROGRAMME

Module Title	Course Start Date	Price
KNOWLEDGE LEVEL		
F1 Accountant in Business		£300
F2 Fundamentals of Management Accounting		£300
F3 Fundamentals of Financial Accounting		£300
SKILLS LEVEL		
F4 Corporate & Business law		£550
F5 Performance Management		£550
F6 Taxation		£550
F7 Financial reporting		£550
F8 Audit and Assurance		£550
F9 Financial Management		£550
ESSENTIALS LEVEL		
P1 Professional Accountant		£650
P2 Corporate Reporting		£650
P3 Business Analysis		£650
OPTIONS		
P5 Advanced Performance Management		£650
P6 Advanced Taxation		£650
P7 Advanced Audit and Assurance		£650
TOTAL FEES		£

PACKAGE OFFERS

6 PAPERS	15% discount and ONE FREE certificate course	
9 PAPERS	20% discount and TWO FREE certificate course	
14 PAPERS	30% discount and THREE FREE certificate course	
PACKAGE FEE	£	

TERMS AND CONDITIONS

1. Students studying on a Student Visa must enrol on and attend a minimum of three academic subjects or equivalent each semester.
2. To enrol on a course full fees or the relevant deposit for the total course is required.
3. Once letters have been issued confirming full time status, no refunds or course transfers are allowed other than in the instance of VISA refusals. If the VISA is refused, then the full fees paid will be refunded, less a £75 administration fee, on production of the following documents: (i) a copy of the VISA refusal letter (APP200); (ii) a copy of the student's passport showing both the photograph and the signature; (iii) where the payee was not the student, an original letter of authority from the student granting permission for the fees to be repaid to the payee. All requests for refunds must be received at least 14 days prior to the first day of the course.
4. South Birmingham College publishes its fees each semester, which are payable by all students studying at that time, unless full fees have been paid prior to the publication of the new fees. Paying a deposit does not prevent any increase in fees being applied.
5. All fees include VAT and all relevant material for each course. The fees do NOT include fees payable to the professional body for registration and examination entry.
6. South Birmingham College reserves the right to remove any student from courses for non-payment of fees. No refund will be made under these circumstances.
7. A charge of £25 will be made to students for each dishonoured payment.
8. South Birmingham College reserves the right to inform the appropriate authorities, including the British Home Office, where a student has been removed from the college under section 6.

MATERIAL TERMS & CONDITIONS

1. Full time course fees include the following materials: study text; study notes; 2 progress tests and 1 mock examination.
 2. Resit courses are available to existing South Birmingham College students who were unsuccessful in the previous examination sitting. The examination must have been attempted and proof of the result must be provided.
- The course fees include the following: study notes; 2 progress tests and 1 mock exam.

PAYMENT AND DEPOSIT TERMS & CONDITIONS

ACCA PROGRAMMES

1. A minimum deposit of 50% of course fees is required to reserve a place on each programme. Upon receipt of the deposit South Birmingham College will produce letters requested regarding Full Time Status.
2. All course fees must be paid in full prior to the first day of each course.
3. No material will be provided until the full course fees have been received.
4. Once materials have been issued, and request for refunds will be subject to a 50% material and administration charge.

PAYMENT INSTRUCTIONS



I enclose a cheque / draft for £ made payable to Finance & Management Business School.

For administration purposes only (CASH)



Please charge my Credit / Debit Card in respect of the full amount for the course marked above.
NOTE: American Express, Diners Card and Electron cards are not accepted.

Card No.

Start Date Expiry Date Issue No. Security No.

Name of Cardholder:

Telephone no. of Cardholder:

I confirm that I have read, understood and accept the terms and conditions, contained in the course brochure(s) and on fmbusinessschool.com website.

Signature: Date:

MARKETING POLICY: South Birmingham College 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 not wish us to send any such information, please tick here.

BUT, if having ticked, you wish to receive details of courses and services specifically relating to your qualification, please tick here.

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