

FINANCIAL

HOW TO ENROL



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Phone/post/fax/email to: Kaplan Financial 179-191 Borough High Street, London SE1 1HR

Tel: + 44 (0) 20 7403 8080 / + 44 (0) 20 7407 5000 • Fax: +44 (0) 20 7407 0101 • Email: registrar@kaplan.co.uk

STUDENT DETAILS

Surname Mr / Mrs / Ms / Miss

Forename(s)

Address

Postcode

Country Nationality

Home No.

Work/Mobile No.

Email address, work

Date of birth / / Passport No.

ACCA registration No*

*You may register with ACCA after joining Kaplan Financial. The deadlines are 31 Dec (June exam) & 15 Aug (December exam). **NOTE:** It is your responsibility to complete the ACCA registration formalities and enter the ACCA examinations.

How did you find out about Kaplan Financial?

Existing student Agent Recommendation

Advertising Mailshot Other

STUDENT LETTERS

Confirmation of Enrolment letters to be sent:

By Post Will Collect International Courier
(International courier: a non refundable charge of £40 or applicable country rate)

Once letters have been issued confirming full time status, no refunds or course deferrals are permitted other than in certain limited circumstances. Please visit www.kaplanfinancial.co.uk for full terms and conditions.

Postal Address (if different from above)

Country Postcode

Tel No.

EMPLOYER DETAILS (Sponsored students only)

Company name

Company reg no.

Training manager's name Mr/Mrs/Ms/Miss

Tel

Email

Work address

Postcode

SPONSORED STUDENTS: EMPLOYER'S AUTHORISATION

If the above employer is responsible for the payment of fees, please complete the following:
 As employer of the student for whom this form is completed, I/we are responsible for payment of amounts due to Kaplan Financial on receipt of invoices, unless credit facilities with Kaplan Financial have been granted, in respect of the student and undertake to inform you in writing promptly of any change to this arrangement. I/We understand that I/we are fully responsible for the payment of amounts due to Kaplan Financial in all circumstances (including termination of employment or course cancellation). I/we confirm that I/we have read, understood and accept the terms and conditions detailed on www.kaplanfinancial.co.uk

Signed

Name

Position within the company

Date

Purchase order number

INVOICING ADDRESS (if different to the employer address above)

Contact name

Address

Postcode

DATA PROTECTION ACT - Your sponsor will be informed of your test results, progress and attendance unless your sponsor chooses not to receive this information.

MARKETING POLICY - Kaplan Financial Limited, Kaplan Publishing or our other group companies 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 still wish to receive details of courses and services specifically relating to your qualification, please tick here.

PRIVACY POLICY - You acknowledge by enrolling that you have read, understood and accept the terms and conditions and privacy policy detailed on www.kaplanfinancial.co.uk.

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FOR OFFICE USE ONLY

ACCA/08

Date / Initial	Cash	CC	Cheque	Receipt No.





Exam Date

June 2008

December 2008

Subjects (tick as appropriate)	June 2008			December 2008		
	Full time Long Term 3 Jan 08	Full time Short Term 18 Feb 08	Re-sit Course 18 Feb 08	Full time Long Term 1 July 08	Full time Short Term 19 Aug 08	Re-sit Course 19 Aug 08
FUNDAMENTALS - Knowledge						
F1 Accountant in Business	<input type="checkbox"/> £435	<input type="checkbox"/> £430	<input type="checkbox"/> N/A	<input type="checkbox"/> £435	<input type="checkbox"/> £430	<input type="checkbox"/> N/A
F2 Management Accounting	<input type="checkbox"/> £435	<input type="checkbox"/> £430	<input type="checkbox"/> N/A	<input type="checkbox"/> £435	<input type="checkbox"/> £430	<input type="checkbox"/> N/A
F3 Financial Accounting	<input type="checkbox"/> £435	<input type="checkbox"/> £430	<input type="checkbox"/> N/A	<input type="checkbox"/> £435	<input type="checkbox"/> £430	<input type="checkbox"/> N/A
FUNDAMENTALS - Skills						
F4 Corporate and Business Law	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375
F5 Performance Management	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375
F6 Taxation	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375
F7 Financial Reporting	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375
F8 Audit and Assurance	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375
F9 Financial Management	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375	<input type="checkbox"/> £445	<input type="checkbox"/> £435	<input type="checkbox"/> £375
PROFESSIONAL - Essentials						
P1 Professional Accountant	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395
P2 Corporate Reporting	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395
P3 Business Analysis	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395
PROFESSIONAL - Options						
P4 Advanced Financial Management	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395
P5 Advanced Performance Management	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395
P6 Advanced Taxation	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395
P7 Advanced Audit and Assurance	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395	<input type="checkbox"/> £475	<input type="checkbox"/> £470	<input type="checkbox"/> £395

All materials including Distance Learning are provided by Kaplan Publishing and are included in our prices. Kaplan Financial Limited acts as agent in collecting such amounts. Study materials include: Complete text, two progress tests questions and answers, access to the on-line Complete text, plus fixed tests, Exam Kit, Pocket Notes and one Mock exam questions and answers at a cost of £150.

KEY POINTS

1. Programme Packages enable you to enrol for a number of subjects and fix the tuition fees.
2. No other discount may be used in conjunction with a programme package.
3. Any balance must be paid in full at least two weeks prior to the first published course commencement date.
4. Students are required to enrol on three subjects for each term. Please specify papers and terms above.
5. Should the six & nine subject packages include any essentials/options an additional amount of £200 will be applicable.
6. The minimum deposit for this programme package is 50% of the total. This deposit is non-transferable and only refundable in accordance with our standard terms and conditions.
7. Any study materials supplied in connection with this package are supplied by Kaplan Publishing Limited on the basis specified in the "Study Materials" section of our terms and conditions.
8. Except as stated above, all other sections of our full time and other relevant Terms and Conditions apply. Please go to www.kaplanfinancial.co.uk

PROGRAMME PACKAGES

(tick as appropriate)	Total Fee	Deposit
6 Subjects <input type="checkbox"/>	£2,300	<input type="checkbox"/> £1,150
9 Subjects <input type="checkbox"/>	£3,500	<input type="checkbox"/> £1,750
12 Subjects <input type="checkbox"/>	£4,600	<input type="checkbox"/> £2,300
14 Subjects <input type="checkbox"/>	£5,800	<input type="checkbox"/> £2,900

PAYMENT INSTRUCTIONS

- Please invoice my employer (complete section overleaf). All amounts quoted are inclusive of VAT where applicable.
 - I enclose a cheque for £ _____ made payable to Kaplan Financial Limited.
 - Please charge my credit/debit card in respect of the full amount for the course marked above.
- NOTE: American Express and Diners cards are not accepted.

Tick here if using company credit card



Start date Expiry date Issue no. Security no.

Name of cardholder _____ Tel no. of cardholder _____

Signature of cardholder _____

I confirm that I have read, understood and accept the terms and conditions and privacy policy detailed on www.kaplanfinancial.co.uk.

Student signature _____ Date _____