

ACA

Professional Stage Retake courses

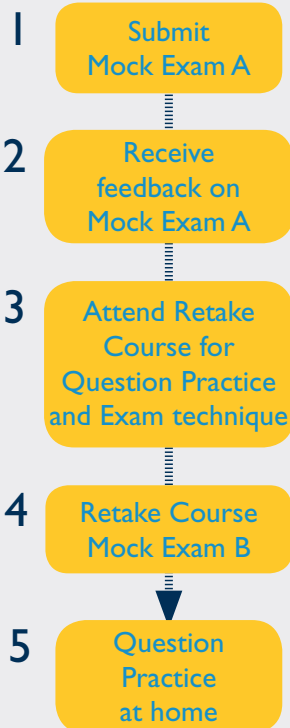
March 2010



ACA Professional Stage Retake Courses

Our two day retake courses for Application papers are question based revision courses, designed to perfect your exam technique and improve your chances of success.

Key Stages of Professional Stage Retake Courses



As soon as you enrol on your retake course you will receive:

- A set of exam standard questions to work through before the course begins
- an ICAEW Mock Exam A
- log in details to BPP Learn Online. Returning students will continue to use their existing username and password

Students must then complete Mock Exam A and submit for marking two weeks prior to the retake course. Once marked it will be returned to the student accompanied by a detailed script review. This will highlight areas you need to concentrate on.

On the retake course you will have:

- One and a half days of question practice similar in style and difficulty to past exam questions
- Detailed analysis of the requirements of questions and exam technique advice to help maximise the chances of picking up extra marks
- Guidance and support from an experienced subject specialist
- Mock Exam B which will be the official ICAEW mock for the exam sitting
- Specific key questions to work through at home before the exam.

What materials do I need to bring to the course?

The materials you will need from your original course are:

- notes/summaries
- revision question bank
- passcards
- open book.

Please note that ICAEW will be updating materials for the 2010 exams sittings, therefore students will be required to order these new materials.

How do I book?

Complete the application form for London Professional Stage and return it to us either by post or fax.

ACA Professional Stage Retake – London

Application Form

March 2010 exams

PERSONAL DETAILS	
Title	DoB <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ICAEW registration number (if available) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
First name	BPP student no. (if available) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Last name	
Address for correspondence/delivery	
Town/City	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email	
Daytime tel.	Signature*
Tick to receive joining instructions & submission timetable by email (sent as a pdf file) <input type="checkbox"/>	

Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises? (Please delete as applicable) Yes / No
If yes please arrive for the start of the first day of your course 15 minutes early to allow for the local site Health & Safety Officer to complete the necessary evacuation procedure and assessments with you.

AUTHORISATION TO INVOICE EMPLOYER	
Company name	
Company billing address	
Town/City	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Authorising manager	
Job title	
Daytime tel.	
Email	
Employer to be notified of exam results and absences from courses <input type="checkbox"/>	
PO number (if required)	Signature*
Payment terms: 30 days	
Accounts payable	Tel.
Email	

REVISION COURSES				
Paper	Location	Dates	Price (£) excl.VAT	Please tick (✓)
Audit & Assurance	Liverpool Street	9, 10 March	250.00	
Business Strategy	King's Cross	1, 2 March	250.00	
Financial Accounting	King's Cross	2, 3 March	250.00	
Financial Management	Liverpool Street	8, 9 March	250.00	
Financial Reporting	King's Cross	4, 5 March	250.00	
Taxation	Liverpool Street	11, 12 March	250.00	

ICAEW MATERIALS AND OPEN BOOKS		
ICAEW will be updating the materials for 2010 exam sittings. Therefore students will be required to order these new materials. You must make sure that you bring these with you to class, in particular the revision question bank. If you require a new copy these can be ordered directly from www.gillards.com/icaew . In addition, you may require one or more open books, which can be purchased by completing the details below.		
Item	£ Fee excl.VAT	Please tick (✓)
1. International Auditing Standards	^52.00	
2. Tax Tables - Finance Act 2009/10	^20.56	
3. International Financial Reporting Standards (Ifrs)	^60.00	
ICAEW materials: Business Change and/or Business Reporting (available from Gillards)		
Postage charge (£6 each for Items 1&3, £1.50 for Item 2)		
TOTAL (£):		<input type="text"/>

KEY

- ^ plus postage and package unless the material is collected from our premises
- * By signing this form you are agreeing to our Terms & Conditions as stated on the reverse of this insert and on our website. The Terms & Conditions explain in detail your relationship with BPP Professional Education and BPP Learning Media.

PAYMENT (if not sponsored by employer)	
BY CHEQUE <input type="checkbox"/>	cheque enclosed <input type="checkbox"/> Please make cheques payable to BPP Professional Education
BY CARD <input type="checkbox"/>	VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Switch <input type="checkbox"/> Issue no. <input type="text"/> Solo <input type="checkbox"/> Issue no. <input type="text"/>
Cardholder's name	GRAND TOTAL (£)
Cardholder's address (if different from above)	
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Cardholder's signature <input type="text"/> Date <input type="text"/>
Card number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	CV2 No. ‡ <input type="text"/> <input type="text"/> <input type="text"/>
Valid from <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expires end <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ‡ 3-digit security code found at the back of your card

SUBMITTING YOUR BOOKING FORM	
There are three ways you can submit your form.	
1.	Email: icaewcourses@bpp.com
2.	Fax: 020 8846 4160
3.	Mail: BPP Professional Education ACA Bookings Aldine House, Aldine Place 142-144 Uxbridge Road London W12 8AW
NB: PLEASE DO NOT post it to your study centre	

Terms & Conditions

Updated as at January 2010

These terms and conditions and the application form comprise the agreement pursuant to which BPP Professional Education Ltd provides classroom courses and BPP Learning Media Ltd supplies study material to the customer:

1. Payment Terms

- 1.1 Full payment or authorisation to invoice an employer, must accompany the application form.
- 1.2 Full payment or authorisation to invoice an employer is required when any study materials are ordered and prior to any materials being despatched.
- 1.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.
- 1.4 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement.
- 1.5 Where BPP Professional Education Ltd has received authorisation to invoice employer the following payment terms apply:
 - Full payment is due within 30 days from the date of the invoice.
 - Payment is due immediately if booking is made less than 30 days before the course start date.
 - If BPP Professional Education Ltd fails to receive full payment of the invoice by the course start date the customer may be refused entry to the course.
 - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to charge late payment interest on any outstanding invoices, at a rate of 8% above the Bank of England base rate.
 - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to recover any reasonable debt collection costs in connection with this Agreement.
 - The employer is liable for all unpaid invoices.
- 1.6 Any credit notes issued by either BPP Professional Education Ltd or BPP Learning Media Ltd will only be valid for a maximum period of 12 months from date of issue.

2. Study Materials

- 2.1 All study materials, including but not limited to Distance Learning Materials, CD Rom, i-Learn CD Rom, i-Pass CD Rom, Audio Success CD, Revision/Assessment/Tool Kit, MCQ Cards, Passcards, Question Banks, Review Exercises, Mock Exams (papers and suggested solutions), Online Tests, Online Tutorials, Online Downloads and Study Texts are supplied to the customer by BPP Learning Media Ltd.
- 2.2 Unless Clause 3.2 applies, BPP Learning Media Ltd will despatch study materials on receipt of full payment or authorisation to invoice an employer in accordance with the following delivery guidelines:
 - UK: delivery within approximately 5-7 working days of despatch;
 - Europe: delivery within approximately 6-8 working days of despatch; and
 - Rest of the world: delivery within approximately 10-12 working days of despatch.
- 2.3 BPP Learning Media Ltd will refund the cost of study materials (less postage and packaging) if returned by the customer to BPP Learning Media Ltd, 17 Fairway Drive, Greenford, Middlesex, UB6 8PW within 14 days of receipt in a re-saleable condition (for CDs this means with the security seal intact). Proof of postage must be obtained by the customer and produced in the event of any query.
- 2.4 BPP Professional Education Ltd must be notified of any queries, complaints or short deliveries within 14 days of receipt of study materials.

3. Classroom Courses

- 3.1 Customers must bring the relevant course joining instructions to all sessions of the course. Failure to bring joining instructions may lead to customers being refused entry to the course.
- 3.2 Customers attending a classroom course will be provided with study materials by BPP Learning Media Ltd on the first day of the course.
- 3.3 BPP Professional Education Ltd reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of BPP Professional Education Ltd, such an action is necessary. BPP Professional Education Ltd will notify the customer as soon as the change is made. In such circumstances, the customer has the option to reschedule the course, apply the fees to another course, or to receive a refund or credit note for the course fees paid.
- 3.4 Subject to availability, provided full payment has been received, and BPP Professional Education Ltd is informed at least 14 working days prior to the course date, it may be possible to transfer to an alternative course date, for which a course transfer fee of £25 will be charged. Such transfer may also give rise to an additional charge by BPP Learning Media Ltd for replacement study materials.
- 3.5 Under no circumstances are courses or study materials transferable between customers.
- 3.6 Customers may cancel a classroom course provided that at least 14 days' notice is given to BPP Professional Education Ltd prior to the start date of the course and a refund of the course fees will be given (less a deduction for study materials and a cancellation fee of £100). For cancellations notified less than 14 days prior to the start date of the course, no refunds will be given.

4. Distance Learning/Home Study Courses

Distance learning customers can upgrade to an appropriate classroom course and will be invoiced for the balance of the cost over and above the price of the distance learning course using the classroom course prices in force at the time of upgrade. There may also be an additional charge for replacement study materials.

5. Intellectual Property

- 5.1 BPP Learning Media Ltd grants the customer a non-transferable, non-exclusive licence to use BPP Learning Media Ltd's products (including information, training material content, software and data) under the terms of this Agreement.
- 5.2 This licence terminates upon termination of this Agreement for whatever reason.
- 5.3 The customer warrants that they shall only use BPP Learning Media Ltd's products for their own educational purposes and shall not, without BPP Learning Media Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate BPP Learning Media Ltd's products (or any part of them) to any person other than in accordance with this Agreement.
- 5.4 The customer shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of BPP Learning Media Ltd products in breach of this Agreement.
- 5.5 This clause 6 does not apply to MyBPP.

6. Change of address or other contact details

BPP Professional Education Ltd must be notified in writing of any change in a customer's contact details, including the email address specified on the customer's application form.

7. Security

Personal possessions are the sole responsibility of the customer and BPP Professional Education Ltd accepts no responsibility for anything that is lost or stolen from its venues. Customers are advised to keep valuables with them at all times.

8. Notices

Any notices required to be served by BPP Professional Education Ltd or BPP Learning Media Ltd 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.

9. Limitation of Liability

- 9.1 The liability for BPP Professional Education Ltd and BPP Learning Media Ltd 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.
- 9.2 BPP Professional Education Ltd and BPP Learning Media Ltd shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

10. Warranty

- 10.1 BPP Learning Media Ltd warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.
- 10.2 BPP Professional Education Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.
- 10.3 These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

11. Data Protection

- 11.1 Customers agree that, in relation to information held from time to time, BPP Professional Education Ltd and BPP Learning Media Ltd may:
 - Use the information to perform their obligations and enforce rights 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.
- 11.2 Customers have the right to receive details of the personal information held by BPP Professional Education Ltd or BPP Learning Media Ltd. A fee of £20 will be payable.
- 11.3 In the event that customers do not wish to receive correspondence from BPP Professional Education Ltd or BPP Learning Media Ltd, a written request should be sent to the registered office.

12. Validity

If any provision of this Agreement is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

13. Jurisdiction

The parties to this Agreement irrevocably submit to the exclusive jurisdiction of the English Courts for the determination of disputes arising under this Agreement.

