

Student Guide - 2010

The following student guide is a detailed description of the full-time ACCA course at any of the BPP Professional Education centres. This document describes the services provided by BPP Professional Education (BPP) to students, as well as associated costs and the student's responsibilities and obligations.

You may choose to take all courses in one location or split your course across the different BPP centres. The only restriction is that within one exam term (six months) all courses must be at the same BPP centre.

Who are we?

BPP is a well respected, UK-based education and training company with branches throughout Europe. BPP prepares students for a wide variety of standardised exams, including the exams conducted by ACCA.

ACCA has awarded 22 BPP centres Platinum status which is the highest accreditation awarded by ACCA. This accreditation demonstrates that we have met challenging performance targets, representing global best practice in the provision of ACCA course tuition and support.

All tuition and courses are supplied by BPP Professional Education. All study materials are supplied by BPP Learning Media. BPP and ACCA are entirely separate organisations.

ACCA exams and membership

The ACCA full-time course at all BPP centres follows the ACCA exams in paper number order (subject to exemptions).

The exam sittings are bi-annual in June and December. Assuming you sit three exams each sitting and do not have any exemptions, ACCA affiliate membership can be achieved within a minimum of five exam sittings or two and a half years. (The exam papers and the pathway can be found on page 2 of the brochure.)

To achieve full membership you must have accounting work experience. This can be achieved either during the study or post study phase. Please visit the ACCA website for more details www.accaglobal.com

BPP course structure

Students requiring a visa need to attempt a minimum of three papers at each sitting, which means BPP encourage you to attempt the Oxford Brookes project during the Options module. The benefit of doing the project is that not only do you achieve the ACCA qualification, but you also get an Oxford Brookes Bachelor of Science honours degree.

The preparation for each ACCA exam paper has approximately 10 to 16 tuition days. Please note the majority of courses have 12 days. This is spread over three months meaning approximately two to three study days a week. Where possible, BPP will try and timetable courses so that your courses are on the same days of each week, therefore making it easier to obtain part-time work.

Language

All courses will be taught in English. Although we do appreciate that English may not be your native language, it is your responsibility to ensure that your English is to a proficient standard in order to keep up with the pace of teaching.

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Class times

There may be some small differences in class start and finish times. These times will be made clear to you on your joining instructions that you will receive approximately two to three weeks prior to the commencement of the course.

Fees

All course fees are in GBP. These fees are listed on the booking form within the brochure pocket.

Please note that these fees do not include:

- registration with the ACCA as a student
- enrolling for the actual exams with the ACCA
- cost of visa application/renewal
- living expenses

Please make sure you thoroughly read the terms and conditions before booking on any course. These can be found on page 12 in the brochure.

BPP's responsibilities regarding visas and immigration rules

It is BPP's duty to inform you that a student visa is granted on the basis of a student being serious about their proposed full-time study course.

Please note that full course attendance is required in order to meet immigration requirements of a full-time course. Any non-attendance may be reported to the Immigration Authorities by BPP along with any changes in the course details. Non-attendance may compromise visa renewal/approval.

Student responsibilities regarding visas and immigration rules

It is your duty to attend all timetabled course and exam days and sign the register, as any absenteeism will be reported to the Immigration Authorities.

Absenteeism due to sickness must be reported to BPP before class commences for that day. If four or more consecutive teaching days are missed through illness, a doctor's note must be presented.

Course cancellation

If you decide to cancel a course after a student visa has been issued, using BPP's unconditional offer, the course fees will not be refunded.

In the case of a medical emergency or a medical condition which prevents you from continuing the course, you should contact your medical insurance about covering related costs.

If you do not require a student visa, you can cancel or defer a course to a later sitting providing you give us at least 14 days notice prior to your course start date. You will be liable for a fee of £100 per paper. (Overseas students: please see our Terms & Conditions.)

There can be no refunds, cancellations or deferrals once your course have started.

How do I book onto an ACCA full-time course?

Simply download an application form from our website - www.bpp.com/acca. Once completed, send the form to your chosen BPP centre in London, Leeds or Dublin. If you are unable to download the form, call customer services on 0845 0751 100 (UK Only) or +44 (0)20 8740 2211 and we will post you one.

Frequently asked questions

Do you run full-time courses that will enable me to qualify for a visa?

Yes. We run ACCA courses full-time. They give students enough hours to qualify for a student visa.

I need to get a visa/visa extension. Can BPP help?

If you have been admitted to a BPP full-time course and provided that you abide by all terms and conditions, we will provide you with the documents you require to apply for your visa/visa extension. Student visas for Ireland and England can be renewed relatively easily as long as you are booked onto another full-time course requiring this visa extension. Please note immigration authorities require a letter confirming full attendance on previous courses.

Do I have to pay the full amount in advance?

When booking a full-time 6,9,11 or 14 paper package, you will need to make a 50% deposit for us to issue you with an unconditional offer letter which you can use to apply for a visa if required. When booking individual papers only, we require you to make the full payment in advance.

What does the course price include?

Our courses use quality materials supplied to you by BPP Learning Media.

- Taught course materials: Course Companion, Study Text, Passcards, Course Notes and i-Pass CD-ROM (for Knowledge Modules only).
- Revision course: Practice & Revision Kit and Revision Notes.

All tuition and courses are supplied by BPP Professional Education. All study materials are supplied by BPP Learning Media. Payment for all study material is collected by BPP Professional Education as agent for BPP Learning Media. Please refer to our Terms and Conditions at www.bpp.com for further details.

Can I work in the UK?

If you are on a student visa you will only be able to undertake part-time work under Irish and British laws. This means that you may only work a maximum of 20 hours per week under a student visa.

Do you arrange airport pick up?

BPP can arrange airport pick up and drop off to your place of accommodation providing you give at least 14 days notice of your intention to take up this service. This is subject to a fee that BPP will inform you of when you enquire.

What is pass assurance?

In the unlikely event of being unsuccessful, BPP will invite you to attend any standard revision BPP course FREE. Alternatively, you can attend the full-time course for that paper again at 30% discount at the next sitting.

What are the criteria for to qualify for Pass Assurance?

You **MUST**:

- Have full attendance on your full-time course
- Submit both course exams by the due date and achieve a minimum score of 30%
- Attempt no more than three papers per sitting.

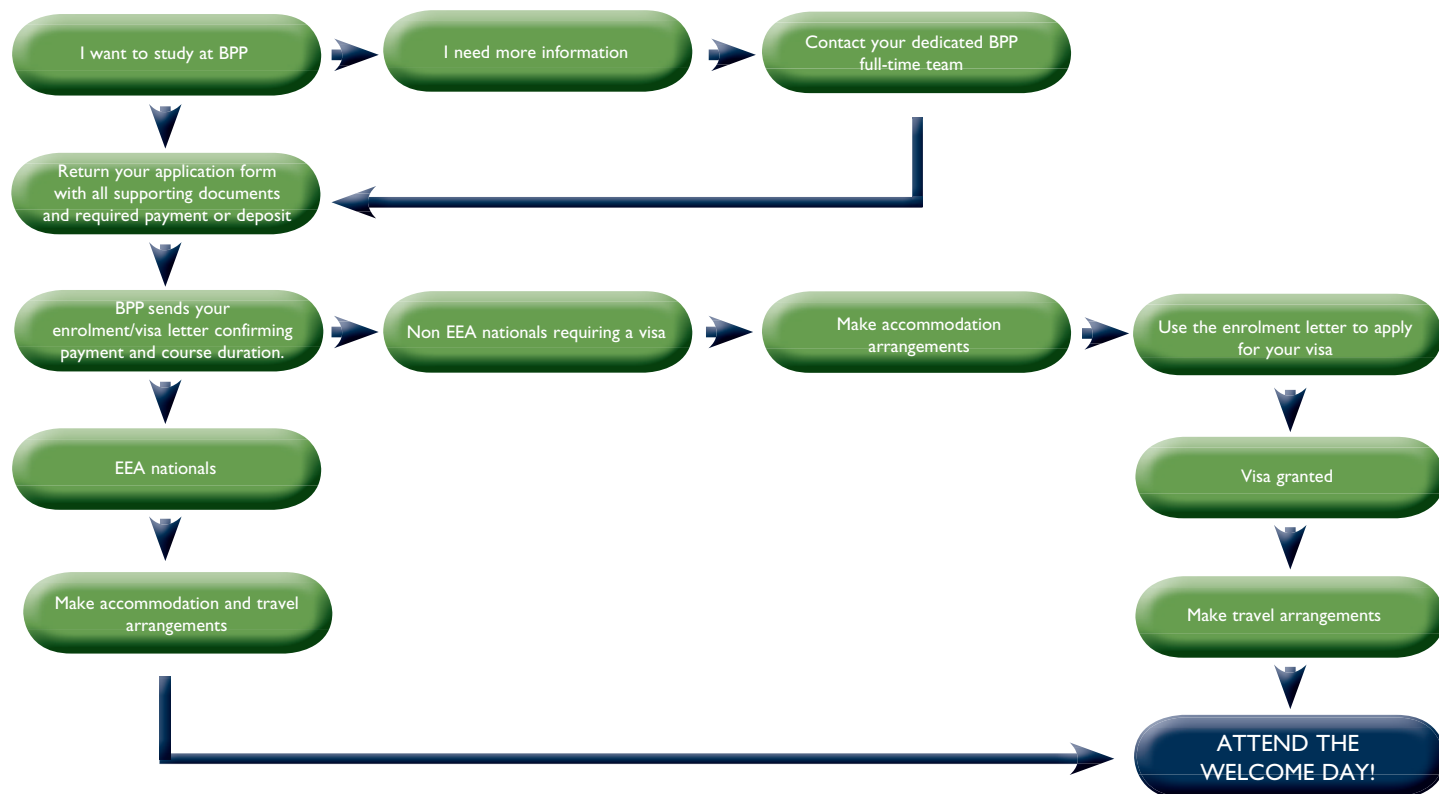
Is study material covered by Pass Assurance?

No, the cost of any additional BPP Learning Media study material, other than the revision notes, is not covered by the Pass Assurance scheme.



Frequently asked questions

How do I join BPP?



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