

Please return to: BPP Professional Education, Aldine House, Aldine Place, London W12 8AW.

REMEMBER – YOU CAN ORDER ONLINE AT www.bpp.com/mybpp WHERE YOU CAN BENEFIT FROM:

- Immediate confirmation of order
- Speedier despatch of 'in stock' material
- Tracking on UK parcels

(TICK REQUIRED ✓)

Learning to Learn Accountancy **£9.95** Choose your **FREE** copy of either Learning to Learn Accountancy or Business Maths & English when ordering a Home Study Package.
 Business Maths & English **£9.95** One free book per Home Study Package to a maximum of one free copy of each per person.

All study materials included in distance learning packages are provided by BPP Learning Media. To see how much of this cost is passed on to BPP Learning Media please go to Page 3 of this brochure.

	Home Study Package £130.00 With i-Pass	BPP Learn Online* £110.00	Home Study PLUS* £190.00	INCLUDED IN HOME STUDY						Mock with feedback £40.00	Mock £20.00	Success CDs £15.00
				Texts £30.00	Kits £15.00	Passcards £10.00	i-Pass £30.00	MCQ Cards £10.00	i-Learn £40.00			
CERTIFICATE IN BUSINESS ACCOUNTING (NEW SYLLABUS)												
C01 Fundamentals of Management Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C02 Fundamentals of Financial Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C03 Fundamentals of Business Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C04 Fundamentals of Business Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C05 Ethics, Corp. Governance and Business Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combined C01-C05 Disk	-	-	-	-	-	-	-	-	<input type="checkbox"/> £150	-	-	-

	Home Study Package £130.00 With i-Pass	BPP Learn Online* £110.00	Home Study PLUS* £190.00	INCLUDED IN HOME STUDY				i-Learn 6/07 £40.00	Mock with feedback £40.00	Mock £20.00	Success CDs 1/07 £15.00
				Texts 5/07 £30.00	Kits 1/07 £16.00	Passcards 1/07 £10.00	i-Pass 5/07 £30.00				
MANAGERIAL LEVEL											
P1 Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P2 Decision Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P4 Org. Mangt. & Information Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P5 Integrated Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P7 Financial Accounting & Tax Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P8 Financial Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STRATEGIC LEVEL											
P3 Risk and Control Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P6 Business Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P9 Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P10 TOPCIMA	<input type="checkbox"/> †£250	-	-	<input type="checkbox"/>	<input type="checkbox"/> £150	-	-	-	-	-	-

†No Passcards or i-Pass for TOPCIMA

MATERIALS TOTAL £

*In order to logon to BPP Learn Online, you will need to provide a username and password. Please enter your login details below in block capitals

Username: Password:

POSTAGE:

LEARNING TO LEARN ACC., BUSINESS MATHS & ENGLISH: FREE when ordered with Home Study Package. £3 per book (UK), £6 per book (EU) and £20 per book (non EU) £

HOME STUDY: £6 per paper (UK), £20 per paper (EU) and £45 per paper (non EU) £

TEXTS AND KITS: £5 for first item, £3 for each extra (UK). £9 for first item, £6 for each extra (EU). £20 for first item, £10 for each extra (non EU) £

PASSCARDS, i-LEARN, i-PASS AND CDs: £2 for first item, £1 for each extra (UK). £3 for first item, £2 for each extra (EU). £8 for first item, £8 for each extra (non EU) £

POSTAGE TOTAL £

Mr / Mrs / Miss / Ms First name Surname

Address for delivery** (signature required)

Postcode Tel

Email

Exam date (month/year) CIMA Contact - ID BPP Student number (if ordered previously)

Training manager's name

Employer's name / address

Postcode

Tel Company VAT number

Items are sent by Parcelforce which requires a signature. Unsigned packages are returned to Parcelforce depots for customer collection. **DELIVERY We aim to deliver to all UK addresses within 5 working days. A signature will be required upon delivery. **REFUNDS** Refunds are available on study material returned within 14 days in a saleable condition. No refund will be given if these conditions are not met. Items that are sealed with a security label must be returned unopened; otherwise no refund will be given. **DEFERRALS** If you wish to change your Home Study exam sitting a deferral fee of £20 will be charged. Where deferral necessitates new study material you will be charged accordingly, although the £20 deferral fee will be waived.

PAYMENT DETAILS Cheque enclosed (payable to BPP Professional Education) or Charge to Visa / MasterCard / Solo / Switch **GRAND TOTAL** £

Card Number

Valid from Expires end Solo/Switch Issue No. CV2 No. ‡ ‡Last three digits on signature strip on reverse of credit card

First line of registered card address Postcode

By signing you are agreeing to our terms and conditions which are on the back of this order form and can be read in full on our website.

Signature Date

Employer to be invoiced Employer to be notified of Home Study mock exam results Employer's agreement to sponsor (signed)

C
I
M
A

O
R
D
E
R

F
O
R
M

*‘Always pleased with BPP materials.
This was no exception.’*

*‘Passcards summarise the whole syllabus
and make it easier to study and grasp the
important points.’*

*‘The i-Learns are a great alternative to the
texts, compliment each other well.’*

TERMS & CONDITIONS

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.

BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement.

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.

2. STUDY MATERIALS

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.

Unless Clause 1.2 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.

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.

BPP Professional Education Ltd must be notified of any queries, complaints or short deliveries within 14 days of receipt of study materials.

3. 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.

4. INTELLECTUAL PROPERTY

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.

This licence terminates upon termination of this Agreement for whatever reason.

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.

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.

This clause 4 does not apply to MyBPP.

5. 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.

6. 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.

7. LIMITATION OF LIABILITY

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.

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.

8. WARRANTY

BPP Learning Media Ltd warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.

BPP Professional Education Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.

These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

9. DATA PROTECTION

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.

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.

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.

10. 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.

11. 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.



Aldine House
Aldine Place
London
W12 8AW

Tel: 0845 075 1100 (UK)
Tel: +44 (0)20 8740 2211 (overseas)
Fax: 020 8740 2294

www.bpp.com