



# ACCA Full-Time Application Form for UK/EU students

## London

### Admissions & Enquiries

t: +44 (0)203 582 1359

e: [contactus@kaplan.co.uk](mailto:contactus@kaplan.co.uk)

a: Admissions Department, Full-Time Professional Qualifications, Kaplan Financial, 4th Floor, Block 3, Torrens Street, Angel Square, London, EC1V 1NY, UK

### London Centre

t: +44 (0)203 582 1359

a: Kaplan Financial, 179-191 Borough High Street, London, SE1 1HR, UK



Please complete all parts of this form in BLOCK CAPITALS

## 1. Your details

Male  Female

Mr/Mrs/Ms/Miss Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_

Place of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Home no. \_\_\_\_\_

Mobile no. \_\_\_\_\_

Please provide an email address you have access to during and outside office hours. This will be used for your MyKaplan online resources:

Primary email address

Date of birth \_\_\_/\_\_\_/\_\_\_ Passport no. \_\_\_\_\_

Kaplan Financial student number \_\_\_\_\_

ACCA registration number\* \_\_\_\_\_

*\*It is your responsibility to register with the ACCA and enter the ACCA examinations. Proof of registration with the ACCA will be required when you register with Kaplan Financial.*

How did you hear about Kaplan Financial?

- Existing Student     Advertising     Website  
 Mailshot     Employer     Institute  
 Recommendation     Event     Other  
 Agent (Please specify below)

Agent name: \_\_\_\_\_

Agent email: \_\_\_\_\_

## 2. Next of Kin

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

## 3. Additional Learning Support (please circle your answer)

Do you consider yourself to have a learning difficulty, disability or health problem? Yes/No

If yes, do you require any additional support? Yes/No

*Please provide sufficient details to enable us to give you the required level of support during your course. All information will be treated as strictly private and confidential.*

Please select the option which best describes your ethnic origin:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> White British     | <input type="checkbox"/> White other   | <input type="checkbox"/> Black African   |
| <input type="checkbox"/> Chinese           | <input type="checkbox"/> Mixed African | <input type="checkbox"/> Black other     |
| <input type="checkbox"/> Black British     | <input type="checkbox"/> Mixed Asian   | <input type="checkbox"/> Other origin    |
| <input type="checkbox"/> Black Caribbean   | <input type="checkbox"/> Asian British | <input type="checkbox"/> Asian Pakistan  |
| <input type="checkbox"/> Mixed other       | <input type="checkbox"/> Unknown       | <input type="checkbox"/> Mixed Caribbean |
| <input type="checkbox"/> Asian Indian      | <input type="checkbox"/> White Irish   | <input type="checkbox"/> Undisclosed     |
| <input type="checkbox"/> Asian Bangladeshi | <input type="checkbox"/> Asian other   |  |

## 4. Student application checklist

In order to assist us in processing your application without any delays, please ensure that you have submitted copies of all the following documents with your completed and signed application form. **Please note that originals of all these documents must be shown on your registration.**

Copy of passport (details page, photo page & front cover)

Documents confirming that you are eligible for the course (academic qualifications)

All previous ACCA exam transcripts (if applicable)

Proof of membership with the awarding body (ACCA)





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## Individual papers

Exam date	June 2015			
Start date	05 January 2015		02 February 2015	
	Tuition and Revision		Tuition and Revision	
<b>Fundamentals - Knowledge</b>				
F1 Accountant in Business	£600	<input type="checkbox"/>	£600	<input type="checkbox"/>
F2 Management Accounting	£600	<input type="checkbox"/>	£600	<input type="checkbox"/>
F3 Financial Accounting	£600	<input type="checkbox"/>	£600	<input type="checkbox"/>
<b>Fundamentals - Skills</b>				
	Tuition	Tuition and Revision	Tuition	Tuition and Revision
F4 Corporate and Business Law (Eng)	n/a	n/a	£400	£600
F5 Performance Management	£400	£600	£400	£600
F6 Taxation (UK)	£400	£600	£400	£600
F7 Financial Reporting (Int)	£400	£600	£400	£600
F8 Audit and Assurance (Int)	£400	£600	£400	£600
F9 Financial Management	£400	£600	£400	£600
<b>Professional - Essentials</b>				
	Tuition	Tuition and Revision	Tuition	Tuition and Revision
P1 Governance, Risk & Ethics	£450	£650	£450	£650
P2 Corporate Reporting (Int)	£450	£650	£450	£650
P3 Business Analysis	£450	£650	£450	£650
<b>Professional - Options (2 from 4)</b>				
	Tuition	Tuition and Revision	Tuition	Tuition and Revision
P4 Advanced Financial Management	n/a	n/a	£450	£650
P5 Advanced Performance Management	n/a	n/a	£450	£650
P6 Advanced Taxation (UK)	n/a	n/a	£450	£650
P7 Advanced Audit and Assurance (Int)	n/a	n/a	£450	£650

F4, P4-P7 do not have a January start date.

## Oxford Brookes

Exam date	May 2015
Oxford Brookes weekday classroom (9am-5:30pm)	£500 <input type="checkbox"/>
Oxford Brookes weekday classroom (after 5:30pm) and weekends (9am-5:30pm)	£750 <input type="checkbox"/>

All materials are provided by Kaplan Publishing and are included in our prices. Kaplan Financial limited acts as agent in collecting such amounts. Tuition materials include: Complete Text, Study Notes and 2 assessments at a cost of (F1 - F3) £162 and (F4 - P7) £163.20 (incl. VAT). Revision materials include: Exam kit, Pocket Notes and Mock

examination at a cost of £62.40 (incl. VAT). Additionally you will receive online access to MyKaplan Resources, Tests and Performance monitoring (where applicable) via [www.mykaplan.co.uk](http://www.mykaplan.co.uk). Standard terms and conditions apply, please see [www.kaplanfinancial.co.uk/termsandconditions](http://www.kaplanfinancial.co.uk/termsandconditions).



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## 6. What happens next

Your application will be processed by the admissions team and you will receive an offer letter by e-mail.

## 7. Declaration

No application can be considered if this declaration is not signed by the applicant. I declare that the statements made by me are correct to the best of my knowledge and belief. I confirm that I have read, understood and agreed to be bound by Kaplan Financial's Terms and Conditions and Privacy Policy. The T&C's for all courses can be found at [www.kaplanfinancial.co.uk/termsandconditions](http://www.kaplanfinancial.co.uk/termsandconditions).

I understand that Kaplan Financial may need to process and store my information in countries outside the UK (and not subject to UK Data Protection laws), such as the United States or other countries where they have offices or service providers. I consent to transfer of my information to these countries. I confirm that I have completed all relevant sections of this form.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If you reside in the EU at the time of signing this application form, you have seven working days from the date of signing it to cancel your application by notifying Kaplan Financial in writing at the e-mail address or address stated below (marked for the attention of Head of Admissions). After such time any sums paid will only be refundable in accordance with Kaplan Financial's Terms and Conditions.

Please return the completed form to the admissions team via post or e-mail using the contact details at the top of the page.

DATA PROTECTION ACT – Your sponsor will be informed of your results, progress and attendance unless your sponsor chooses not to receive this information.  
MARKETING POLICY – From time to time we would like to contact you with course information, news and offers which we think you might find useful. If you would prefer not to receive these please tick here

EXAM RESULTS – Within the terms of this agreement you agree to Kaplan Financial obtaining your exam results from ACCA.  
TERMS & CONDITIONS/PRIVACY POLICY – You acknowledge by ordering that you have read, understood and accept the terms and conditions and privacy policy detailed on [www.kaplanfinancial.co.uk](http://www.kaplanfinancial.co.uk) and [www.kaplanpublishing.co.uk](http://www.kaplanpublishing.co.uk)

For Office Use Only: ACCA/FTEF

Date / Initial		Cash		CC		CHQ		Receipt No.	
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