

## ICAEW (ACA/CFAB) National Enrolment form



ICAEWACACFAB/NEF

For advice on completing this form or about your course, please contact our Student Services team

+44 (0)161 259 7400

Please complete all parts of this form in BLOCK CAPITALS

1 Your details									
Mr/Mrs/Ms/Miss Surname	Have you previously studied with Kaplan Financial? Yes/No								
Forename(s)	If yes, please provide your Kaplan reference:								
Date of birth / / Address for correspondence	If no, where did you previously study?								
	Why did you decide to study with Kaplan Financial?								
Postcode	Additional learning support (Please circle your answer)								
Country Home phone	Do you consider yourself to have a learning difficulty,								
Mobile Work phone	disability or health problem?  Yes/No								
Please provide an email address you have access to during and outside office hours.  All communications, including those relating to your MyKaplan online resources,	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								
will be sent to this email address.	during your course. All information will be treated as strictly private and confidential.								
Email address	Please select the option which best describes your ethnic origin:								
ICAEW (ACA) registration number	White British White Irish White other Black British Black African								
Note: It is your responsibility to complete the ICAEW (ACA) registration formalities and enter the ICAEW (ACA) examinations.	Black Caribbean Black other Asian British Asian Indian Asian Pakistani								
and one are to be a probabilities.	Asian Bangladeshi Chinese Asian other Mixed African Mixed Caribbean  Mixed Asian Mixed other Other origin Unknown Undisclosed								
	wiked Asiait   wiked outer   Outer origin   Oriknown   Ondiscosed								
2 Your employer's details									
Company name	Training manager's name Mr/Mrs/Ms/Miss								
Company registration number	Training manager's traine								
Work address	Training manager's telephone number								
Work dudal-000	Training manager's email address								
Postcode									
3a Manual payment option 1 – Your employer is sponsoring	you								
If you wish to submit a manual enrolment form and the employer is responsible	le for the payment of fees, please complete the following:								
As employer of the student for whom this form is completed, 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. We understand that we are fully responsible for the payment of amounts due to Kaplan Financial in all circumstances (including termination of employment or course cancellation). We confirm that we have read, understood and accept the terms and conditions and Policies (as defined below) detailed on www.kaplanfinancial.co.uk									
Employer's signature	Invoice address (if different to the employer address shown)								
Name	Contact name								
Do you require Kaplan to quote a purchase order number on the invoice: Yes / No	Address								
If yes, please provide purchase order number:									
Kaplan customer number (if known)	Postcode								
3b Manual Payment Option 2 - Cheque / Card									
Please tick which of the options apply									
☐ I enclose a cheque for £ made payable to Kaplan Financial Limited.									
I wish to pay by Credit/Debit card. Please note we are unable to accept card details on this form due to data protection. We will call you once we have									
received your form to take payment.									
Contact number: For any enquiries regarding your booking, please telephone <b>0161 259 7400</b> .									



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4 Your Study Materials														
Do yo	Do you require Kaplan Financial to order the Open Book Texts?  Yes/No													
	choose a deliv	•	,			ed to*:								
(Applicable to Live Online and Technical Knowledge online courses only)  My Home address An alternative delivery address														
Postcode														
5a Your course selection: Certificate Level (Please check dates, times, course offerings and fees on Kaplan website before completing this table)														
Subjects Classroom Course Start Date		Live Online Course Start Date		Flexible Online Learning		CBE Date		Exempt from subject		Price (inc. VAT)				
Accounting     Assurance     Law		01/09/18	01/09/18		03/09/18		✔ 02/05/18				£370			
5b Your course selection: Professional /Advanced (Please check dates, times, course offerings and fees on Kaplan website before completing this table)														
				Tech	nical Knowle	dge	Applied V	Vorkshop	Exam	Prep	Resit	Recordings		
Level	Subjects	Sitting	Centre Location	Classroom Course Start Date	Live Online Course Start Date	Flexible Online Learning	Classroom Course Start Date	Live Online Course Start Date	Classroom Course Start Date	Live Online Course Start Date	Is this a resit?	Is this for recordings only (September)	Price (inc. VAT)	
Profession     Advanced	Financial Reporting & Accounting     Audit & Assurance     Tax Compliance     Business Strategy	01/09/18	Birmingham	09/01/18	09/03/18	V	10/01/18	10/03/18	01/11/18	11/03/18	No	No	£1,190	
													£	
													£	
													£	
													£	
													£	
												6 per subject		
Total Course Fees £					EU = £25 per subject  Rest of the world = £45 per subject  (applies to Live Online only)									
6 Your signature					I confirm that I have read, understood and accept the terms & conditions and privacy									
Are you a UK/EU/EEA national? Yes/No							policy detailed on www.kaplanfinancial.co.uk							
If no:	1. What is			-			Date							
Do you depend on a visa to reside in the UK Yes/No					Student signature									
All materials are provided by <b>Kaplan Publishing Limited</b> , included in our course fees and made								Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment						

All materials are provided by **Kaplan Publishing Limited**, included in our course fees and made available to you on the first day of your course. Kaplan Financial acts as agent in collecting such amounts. Where applicable you will receive online access to MyKaplan Resources, Tests and Performance Monitoring, via www.mykaplan.co.uk

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\*Please be aware we do not provide ICAEW Advanced Case Studymaterials for Live Online courses. You will need to order these directly from the institute. \*If you are studying via flexible learning please note that materials must be picked up from your local centre.

Fees include VAT where applicable. Please note that exam fees are not included in you course fees.

that they have clearly **understood all the terms of their enrolment** with Kaplan, in particular clauses concerning refunds, deferments, waivers, course transfers and visa applications (when applicable).

Please scan and email your completed Enrolment Form to: aca@kaplan.co.uk

Additionally you will receive online access to MyKaplan Resources, Tests and Performance Monitoring(where applicable), via www.mykaplan.co.uk Registered office: 179-191 Borough High Street, London SE1 1HR. Registered in England no. 1028790