Admissions Department, PO Box 61093, London SE1P 5DR

Tel: 0845 078 8886 / +44 121 326 3648
Fax: +44 (0) 207 357 6348
Email: info@cathay.cc
http://www.cathay.cc

ACCA PART TIME ENROLMENT FORM

How to Enrol

BY Email Please email us completed application form to info@cathay.cc

BY POST Please complete all parts of this form in BLOCK CAPITALS and return to: Admissions Department, PO Box 61093, London SE1P 5DR or Unit A, 68 Wyrley Road, Witton, Birmingham B6 7BN

BY FAX Please complete all parts of this form in BLOCK CAPITALS and fax to: : +44 (0) 207 357 6348

STUDENT DETAILS	**EMPLOYER DETAILS**
Mr / Mrs / Ms / Miss	Company Name
Surname	Company Reg No:
Forename (s)	Training Managers Name
Date of Birth / /	Work Address
Address for correspondence / delivery	
	City Postcode
	Tel
	Email
	INVOICING ADDRESS (If different to the employer address above
Postcode	Contact Name:
Home No:	Address
Work No:	
Mobile No:	Postcode
	SPONSORED STUDENTS: EMPLOYERS AUTHORISATION
Email address, work Email address, personal	If the above employer is responsible 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 fees due on receipt of the invoice and undertake to inform you in writing of any change to this arrangement. We understand that we are fully responsible for the payment of feeds due in all circumstances including termination of employment or cancellation of course.
	Signed
Previous Tuition Provider	Name
Student No:	Position within the company
ACCA Registration No:	Date
	Purchase Order Number
Note: It is your responsibility to complete the CFA registration formalities and enter the CFA examinations:	**INVOICING ADDRESS** (If different to the employer address above)
How did you find out about Cathay Connections	Contact Name
Exiting student ☐ Company policy ☐ Recommendation ☐	Address
Advertising ☐ Mailshot ☐ Other ☐	
Exam Sitting Dec 07 ☐ Jun 08 ☐	**Postcode**

DATA PROTECTION ACT Your sponser will be informed of your test results, progress and attendance unless your sponser chooses not to receive this information.

MARKETING POLICY Cathay Connections may contact you via phone, mail or email to keep you informed about further professional training or other services and products of interest. If you do not wish us to send any such information please tick here ☐

BUT if having ticked you still wish to receive details of courses and services specifically relating to your qualification please tick here ☐

PRIVACY POLICY You acknowledge by enrolling that you have read, understood and accept the terms of the user agreement and privacy policy available on FTC website and all the terms and conditions retained in the course brochure(s)

FOR OFFICE USE ONLY

DATE/INITIAL	CASH	CC	CHEQUE	RECEIPT

ACCA PART TIME ENROLMENT FORM (INSTRUCTIONS ON HOW TO COMPLETE THIS FORM ARE INCLUDED IN THE TIMETABLE)

PAPER	LOCATION	TUITION	REVISION	QBD	OTHER COURSES AND EXAM FEES	PACKAGE PRICE	PASS GUARANTEE	TOTAL FEES
Please specify paper number e.g. F5	e.g Leeds	Enter course description from timetable. If you are mixing and matching your course dates, provide details on a separate sheet e.g Weekend	Enter course description from timetable e.g Weekend	Enter course description from timetable e.g Weekday	See timetable fo details of other available courses e.g Exam Memory Techniques	Where applicable £xxxx	Free with certain packages, otherwise £110**	£xxxxx
						£	£	£
						£	£	£
						£	£	£
						£	£	£
						£	£	£
						£	£	£
						£	£	£
						£	£	£
						£	£	£

All materials including Distance Learning are provided by Kaplan Publishing Foulks Lynch Ltd, are included in our prices and will be made available to you on the first day of your course. FTC Kaplan acts as agent in collecting such amounts.
Tuition materials include: Essential text, 2 tests, at a cost of £100.
Revision materials include: Exam Kit, Pocket Notes, Mock Examination, at a cost of £50

TOTAL £

PAYMENT INSTRUCTIONS

☐ Please invoice my employer (**complete section overleaf**). All fees quoted are inclusive of VAT and study material

☐ I enclose a cheque for £ _____ made payable to Kaplan Financial Ltd.

☐ Please charge my Credit / Debit Card in respect of the full amount for the course marked above

Card Number | | | | | | | | | | | | | | | | | | | | American Express Electron and Diners Cards are **not accepted**.

Start Date | | | | | Expire Date | | | | | Issue No. | | | Security No. | | | |

Please note: Full fees must be paid at least two weeks prior to the commencement of the first course.

Name of Cardholder: _____ **Telephone number of Cardholder** _____

I confirm that I have read, understood and accept the Terms and Conditions contained on FTC website.

Signature _____ **Date:** _____