

# Enrolment Form - AQ2016 Syllabus

## AAT Foundation Certificate in Bookkeeping

Personal Details					Authorisation to Invoice Employer (if applicable)
Title:	D.O.B.	DD	MM	YYYY	Company Name:
					Company Billing Address:
First Name:					Authorising Manager:
Last Name:					Telephone:
Address for Correspondence/Delivery:					Accounts Department Email:
Email:					Manager's Signature:
Alternative Email:					
Home/Work Telephone:					
Mobile:					
AAT Registration No: (if applicable)					

AAT Foundation Certificate in Bookkeeping ~ choose from:	Course Fee	Select Package
StandardPLUS Package	£658 (inc £83.83 VAT)	✓
Standard Package	£359 (inc £55.67 VAT)	✓
Basic Package	£99 (inc £12.33 VAT)	✓
<b>TOTAL :</b>		

**SEE SEPARATE PRICE LIST FOR DETAILS OF WHAT IS INCLUDED IN EACH PACKAGE.**

All prices correct as at 01/09/2018 – see overleaf for more information. Payment is due on enrolment. Access to materials will not be available until fees have been paid either in full or a deposit has been received. Please check the website ([www.accountancylearning.co.uk](http://www.accountancylearning.co.uk)) for the most up to date enrolment form.

We send out all invoices by email; if you would prefer to receive an invoice by post, please tick this box

Payment Options				Payment by Card					
Materials will be sent on receipt of payment									
BACS	✓	Account Name: Account No: Sort Code:	AL Distance Learning Ltd 01217840 30-96-23	Full amount	✓	Deposit	✓	Direct Debit	✓
Cheque	✓	Cheque enclosed	Please make payable to 'AL Distance Learning Ltd'	If you would prefer to pay by credit or debit card (deposit or full amount) please phone us on <b>01392 435 349</b> . We are able to accept Visa, Mastercard and Maestro. Alternatively we are happy to call you.					
Invoice Employer	✓	Please ensure you have completed the 'Employer' section above		We use an on-line payment system which ensures that we do not retain your card details on our systems (thus complying with current Data Protection requirements).					
Card	✓	See information opposite and below		I will call you	✓	Please call me	✓	Preferred time: HH : MM	

*If electing to pay by Direct Debit please complete the details below:*

Deposit and monthly Direct Debit Payments	Payment by Direct Debit (Standard or StandardPLUS Package only)				
Your deposit must be made by one of the methods listed above. Your monthly Direct Debit payments will be collected by the secure online system Stripe, and will appear on your statement as "Accountancy Learning".		Standard	✓	StandardPLUS	✓
	Deposit amount:	£95		£158	
	Monthly payments:	3 x £88		5 x £100	
	Preferred day for monthly payment:	e.g. 25 <sup>th</sup>			

I confirm that I have read and accept the Terms and Conditions overleaf and that all the information on this form is correct:

Signature: \_\_\_\_\_

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

Please email your completed and signed enrolment form to [study@accountancylearning.co.uk](mailto:study@accountancylearning.co.uk)  
Or, post it to: Accountancy Learning, Southernhay Lodge, Barnfield Crescent, Exeter, EX1 1QT

## ACCOUNTANCY LEARNING TERMS AND CONDITIONS

### Textbooks

For courses including: AAT Foundation Certificate in Bookkeeping, AAT Foundation Certificate in Accounting, AAT Foundation Certificate in Accounting Top-Up and AAT Foundation Award in Accounting Software: We believe that our own materials cover the content of the 'Optional' textbooks; however, should you wish to purchase them, please contact the office at [study@accountancylearning.co.uk](mailto:study@accountancylearning.co.uk) for a quote.

Textbooks are included in the course costs of the AAT Advanced Diploma in Accounting, AAT Advanced Certificate in Bookkeeping and the AAT Professional Diploma in Accounting.

### Ordering and payment of fees

The completed enrolment form must be accompanied by the appropriate fees in full or by completed payment instruction. If these conditions are not met we reserve the right to not process the enrolment further.

### Training period

Accountancy Learning will undertake to supply all elements of the course for which you have enrolled for a period displayed in the table below from the date of your enrolment.

Course	Training Period	Course	Training Period
AAT Foundation Certificate in Bookkeeping	7 months	AAT Advanced Diploma in Accounting	15 months
AAT Foundation Certificate in Accounting	12 months	AAT Advanced Certificate in Bookkeeping	9 months
AAT Foundation Award in Accounting Software	3 months	AAT Professional Diploma in Accounting	18 months
AAT Foundation Certificate in Accounting Top-Up	6 months	A single AAT unit from any level	3 months

### Pass Plus Guarantee

StandardPLUS students' exams are covered by the Pass Plus Guarantee. Conditions of Pass Plus Guarantee:

1. Students must comply with the target dates shown on the Individual Learning Plan
2. Students must complete and submit all available progress tests and practice assessments to their personal tutor by these target dates.
3. The marks achieved for each Practice Assessment must exceed 80% with the work submitted by the Learning Plan target date.
4. Prior to booking an AAT exam, the student's personal tutor must agree in writing that the student is ready to sit their exam.
5. We will cover the cost of exam re-sits where the exam center charges an invigilation fee of £45 or less.

### Payable separately

Please note that the Computer Based Test (CBA) fees are payable separately to your exam centre. AAT membership fees are payable separately direct to the AAT, unless the StandardPLUS package is purchased, where the course fee covers these costs

### Registration with the AAT / Registering for Exams

Please note that it is *your* responsibility to register as a student with the AAT and without this you will be unable to take your CBAs. Learners cannot be entered for an exam if the AAT membership fees have not been paid to the AAT. AAT registration must be completed within 4 weeks of enrolment.

### Cancellations

Once enrolment has taken place and you have received confirmation of your order, you are able to cancel your course within 7 days, provided that we have received notice of your cancellation in writing. This programme is non-transferable. No refunds are available after 7 days. If you have purchased and paid in full for the StandardPLUS package and the course is cancelled within 6 months, we *may* refund any unused AAT exam or membership fees only to the original purchaser.

### VAT

All prices are inclusive of VAT

### Moodle Authorisation

The Moodle Virtual Learning Environment is a platform that allows us to make available to our learners a range of online course materials.

Moodle has a tracking facility that allows us to monitor your usage of the system and the results of any on-line tests that you perform through Moodle. It is important that we are able to do this to allow us to give you appropriate support during the programme. It is therefore a requirement of granting you access to the Accountancy Learning Moodle that you grant us permission to perform these monitoring activities.

Our Student Tracking Application (STA) will hold all learner data including course results. By submitting the enrolment form you consent to your details being monitored by Accountancy Learning. In the absence of a signature, submission of an enrolment form will be deemed sufficient consent.

### Payment of fees

The learner/employer agrees:-

- To be responsible for the payment fees as shown on the enrolment form, including top up fees where applicable.
- To pay fees on enrolment, unless invoiced to the employer, in which case payment is within 14 days of enrolment.
- That the fees remain payable, whether or not the learner studies regularly.
- That Accountancy Learning reserves the right to discontinue the course in the event of unsatisfactory work, lack of study and/or bad behaviour (In these circumstances fees remain payable in full).

### Data Protection Act 1998

Accountancy Learning will process personal information about our students in accordance with the Data Protection Act 1998. By completing and signing the enrolment form you consent to your personal data being used by Accountancy Learning for purposes such as:

- your education, including progression and assessment of quality of delivery;
- reporting of student progress and absenteeism and qualification outcome to employers/sponsors/parents as appropriate and reporting for Adult Learning Grant purposes;
- your security and health and safety; including any use of CCTV upon Accountancy Learning premises;
- legal and statutory duties and responsibilities;
- funding and auditing;
- on occasions, to assist Accountancy Learning in identifying further products and services offered by ourselves and collaborating educational establishments, which may be of interest to you.
- using your name for marketing purposes.

Periodically Accountancy Learning will need to process what is known as "sensitive data", which may include information about ethnic origin, religion, physical/mental health and criminal convictions. Such information is needed to assist our Equal Opportunities and Disability Policy, for safeguarding of young people, and to provide learning support/aids, secure funding of educational support.

### Disclosure

Personal information may by necessity be disclosed to; appropriate members of Accountancy Learning staff; the Office for Standards in Education (Ofsted); the Skills Funding Agency, the National Apprenticeship Service, the AAT and the Young People's Learning Agency; auditors; employers and such other bodies as may be required. We also provide information as to enrolment, attendance and performance to the appropriate local education authority. Occasionally Accountancy Learning may be required to disclose personal information to the police or law courts for the purposes of prevention of crime, court proceedings, or to protect your vital interest (life or death). Accountancy Learning will retain records after a student has left Accountancy Learning for the purposes of auditing, legal and statutory duties, and so that we can provide references upon request.

### Criminal records, Civil offence records, Bankruptcy

If you have been declared bankrupt, or had either a criminal conviction or civil offence record you will need to declare this. We would recommend contacting the AAT prior to enrolling on a course with us, by calling them on 0845 8630801; more information can be found here: <https://www.aat.org.uk/about-aat/professional-standards/fit-and-proper-requirements>