



## ACCA REGISTRATION FORM

### PART I - PERSONAL DATA

FIRST NAME\* \_\_\_\_\_  
 SURNAME\* \_\_\_\_\_  
 DATE OF BIRTH\*  ACCA REGISTRATION NUMBER\*

CORRESPONDENCE  
 ADDRESS \_\_\_\_\_  
 AREA \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
 CITY \_\_\_\_\_ COUNTRY \_\_\_\_\_

E-MAILS \_\_\_\_\_

TELEPHONE NUMBERS  
 HOME \_\_\_\_\_ OFFICE \_\_\_\_\_  
 MOBILE \_\_\_\_\_ FAX \_\_\_\_\_

INDIVIDUAL  SPONSORED

### PART II - COMPANY DETAILS *(fill-in only if sponsored)*

COMPANY NAME \_\_\_\_\_  
 INDUSTRY \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 AREA \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
 VAT NUMBER \_\_\_\_\_ TAX AUTHORITY \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

OAED SUBSIDY\*  YES  NO

*\* Globaltraining does not undertake the responsibility of submitting the necessary documents to OAED*

### PART III - PRICING

Introductory Book-Keeping (IBK)	€ 380	Study Text	€ 55
Papers F1 to F9	€ 800 per paper	Exam Kit	€ 30
Papers F1 to F9 - Revision only	€ 330 per paper	Pocket Notes	€ 20
Papers P1 to P7	€ 850 per paper		
Papers P1 to P7 - Revision only	€ 360 per paper		

*Please see part V for methods of payment*



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### PART IV - ATTENDING PAPERS

JUNE EXAM SITTING

DECEMBER EXAM SITTING

	ALL	INTRO	MIDSESSION	REVISION
IBK				
PAPER F1				
PAPER F2				
PAPER F3				
PAPER F4				
PAPER F5				
PAPER F6				
PAPER F7				
PAPER F8				
PAPER F9				
PAPER P1				
PAPER P2				
PAPER P3				
PAPER P4				
PAPER P7				

### PART V - REGISTRATION TERMS & METHODS OF PAYMENT

#### TERMS OF PAYMENT

Students are required to pay their fees in 2 instalments, as follows:

#### June Exam Sitting

50% of the fees upon registration

50% of the fees by the 31st of March

#### December Exam Sitting

50% of the fees upon registration

50% of the fees by the 30th of October

#### METHODS OF PAYMENT

- Cash
- Cheque made out to INTERCOLLEGE GLOBAL TRAINING
- Deposit to ALPHA BANK - IBAN GR63 0140 1200 1200 0232 0003 286

*Please note that books purchased by individuals must be paid in cash upon purchase.*

### PART VI - INVOICING

All individuals are invoiced upon completion of the relevant program of study. You are encouraged to ask for your invoice at the reception.

For sponsored students, an invoice will be issued as soon as the company has confirmed the sponsorship.

Please note that companies submitting any program to OAED for subsidisation, they must submit the relevant details upon registration and the invoice will be issued after the completion of the program.



## TERMS & CONDITIONS OF REGISTRATION

These terms and conditions together with the registration form comprise the "Agreement" pursuant to which Globaltraining® provides training programs to the customer/student.

### 1. Identification required gaining entry to courses

Students must ensure that they bring along when attending a course a personal ID for identification purposes. Failure to this measure may lead to students being refused entry to the classroom.

### 2. Payment Terms

A student is eligible to register to a new course provided **all outstanding fees** for any previous courses attended are **fully settled**.

A **50% deposit** is required in order to register in a course. The remaining 50% should be fully settled according to the respective course's payment terms.

Globaltraining® reserves the right to cancel a student's registration and refuse entry to the courses if a student does not settle his/her fees in accordance with the payment terms.

Any fees paid are **not refundable**.

Fees paid are **transferable** to other courses only for ACCA and only in case where a student **drops** a course and registers in a new one due to exam results. In order for fees paid to be transferred to a new course the "**Drop/Add**" procedure should be completed during the week when ACCA announces the exam results.

Globaltraining® reserves the right to charge late payment interest on any outstanding fees at Euribor + 2%.

Globaltraining® reserves right to recover any reasonable debt collection costs in connection with this Agreement.

### 3. Course Changes

Globaltraining® reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of Globaltraining®, such an action is necessary. Globaltraining® will notify the customer as soon as the change is made. In such a case the customer has the option to reschedule the course, apply the fees to another course, or receive a credit note for the course fees paid to Globaltraining®.

### 4. Intellectual Property

Globaltraining® grants the customer a non-transferable, non-exclusive licence to use Globaltraining®'s training material 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 Globaltraining®'s training material for their own educational purposes and shall not, without their prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate Globaltraining®'s training material to any person or party other than in accordance with this Agreement.

The customer shall fully indemnify Globaltraining® in respect of any infringement of any intellectual property rights arising as a result of their use of Globaltraining®'s training material in breach of this Agreement.

### 5. Limitation of Liability

The liability for Globaltraining® for direct losses arising out of their negligence, 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.

Globaltraining® shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

### 6. Data Protection

Customers agree that in relation to information held from time to time, Globaltraining® 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.

If any part of this Agreement is held to be unenforceable, the remaining terms and conditions shall continue in force.

I agree to the terms of the enrolment with Globaltraining in respect of the ACCA course(s) marked above.

I also grant permission to Globaltraining to release my name and registration number to ACCA, and to collect my ACCA results data form ACCA directly.

I have read and I am in agreement with the contents of the registration form and the terms and conditions of registration

.....  
Signature & date (*individual*)

.....  
Signature, stamp & date (*sponsoring company*)