

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 <i>(Please circle your answer)</i>
Country _____ Home phone _____	Do you consider yourself to have a learning difficulty, disability or health problem? Yes/No _____
Mobile _____ Work phone _____	If yes, do you require any additional support? 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, will be sent to this email address.	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.
Email address _____	Please select the option which best describes your ethnic origin:
ICAEW (ACA) registration number _____	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White other <input type="checkbox"/> Black British <input type="checkbox"/> Black African <input type="checkbox"/>
<i>Note: It is your responsibility to complete the ICAEW (ACA) registration formalities and enter the ICAEW (ACA) examinations.</i>	Black Caribbean <input type="checkbox"/> Black other <input type="checkbox"/> Asian British <input type="checkbox"/> Asian Indian <input type="checkbox"/> Asian Pakistani <input type="checkbox"/>
	Asian Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Asian other <input type="checkbox"/> Mixed African <input type="checkbox"/> Mixed Caribbean <input type="checkbox"/>
	Mixed Asian <input type="checkbox"/> Mixed other <input type="checkbox"/> Other origin <input type="checkbox"/> Unknown <input type="checkbox"/> Undisclosed <input type="checkbox"/>

2 Your employer's details	
Company name _____	Training manager's name Mr/Mrs/Ms/Miss _____
Company registration number _____	_____
Work address _____	Training manager's telephone number _____
_____	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 for the payment of fees, please complete the following:	
<small>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</small>	
Employer's signature _____	Invoice address <i>(if different to the employer address shown)</i> _____
Name _____	Contact name _____
Do you require Kaplan to quote a purchase order number on the invoice: <b>Yes / No</b>	Address _____
If yes, please provide purchase order number: _____	_____ Postcode _____
Kaplan customer number <i>(if known)</i> C <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> – <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

3b Manual Payment Option 2 - Cheque / Card	
<b>Please tick which of the options apply</b>	
<input type="checkbox"/> I enclose a cheque for £ _____ made payable to Kaplan Financial Limited.	
<input type="checkbox"/> 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: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	For any enquiries regarding your booking, please telephone <b>0161 259 7400</b> .

## 4 Your Study Materials

Do you require Kaplan Financial to order the Open Book Texts? Yes/No

Please choose a delivery address for study materials to be delivered 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)
Examples • Accounting • Assurance • Law	01/09/18	03/09/18	✓	02/05/18		£370
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

## 5b Your course selection: Professional /Advanced (Please check dates, times, course offerings and fees on [Kaplan website](#) before completing this table)

Level	Subjects	Sitting	Centre Location	Technical Knowledge			Applied Workshop		Exam Prep		Resit	Recordings	Price (inc. VAT)
				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)	
Examples • Professional • Advanced	• Financial Reporting & Accounting • Audit & Assurance • Tax Compliance • Business Strategy	01/09/18	Birmingham	09/01/18	09/03/18	✓	10/01/18	10/03/18	01/11/18	11/03/18	No	No	£1,190
						<input type="checkbox"/>							£
						<input type="checkbox"/>							£
						<input type="checkbox"/>							£
						<input type="checkbox"/>							£
						<input type="checkbox"/>							£

UK = £7 per subject £  
 EU = £30 per subject £  
 Rest of the world = £50 per subject £  
 (applies to Live Online only) £

**Total Course Fees** £

## 6 Your signature

Are you a UK/EU/EEA national? Yes/No

If no: 1. What is your nationality: \_\_\_\_\_

2. Do you depend on a visa to reside in the UK Yes/No

I confirm that I have read, understood and accept the terms & conditions and privacy policy detailed on [www.kaplanfinancial.co.uk](http://www.kaplanfinancial.co.uk)

Date \_\_\_\_\_

Student signature \_\_\_\_\_

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](http://www.mykaplan.co.uk)

ICAEW takes no responsibility for the content of any supplemental training materials supplied by the Partner in Learning. The ICAEW Partner in Learning logo, ACA and ICAEW CFAB are all registered trademarks of ICAEW and are used under licence by Kaplan Financial.

\*Please be aware we do not provide ICAEW Advanced Case Study materials 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 your course fees.

**Before signing this Enrolment Form**, students are reminded to ensure 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](mailto:aca@kaplan.co.uk)

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)  
Registered office: 179-191 Borough High Street, London SE1 1HR. Registered in England no. 1028790