

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 _____
Forename(s) _____
Date of birth / / Address for correspondence _____

Postcode _____
Country _____ Home phone _____
Mobile _____ Work phone _____

Postcode _____

Country _____ Home phone _____
Mobile _____ Work phone _____

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.

Email address _____

ACCA registration number _____

Note: It is your responsibility to complete the ACCA registration formalities and enter the ACCA examinations.

Have you previously studied with Kaplan Financial? Yes / No

If yes, please provide your Kaplan reference: _____

If no, where did you previously study? _____

Why did you decide to study with Kaplan Financial? _____

Additional learning support *(Please circle your answer)*

Do you consider yourself to have a learning difficulty,
disability or health problem? Yes / No

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
during your course. All information will be treated as strictly private and confidential.

Please select the option which best describes your ethnic origin:

White British ☐	White Irish ☐	White other ☐	Black British ☐	Black African ☐
Black Caribbean ☐	Black other ☐	Asian British ☐	Asian Indian ☐	Asian Pakistani ☐
Asian Bangladeshi ☐	Chinese ☐	Asian other ☐	Mixed African ☐	Mixed Caribbean ☐
Mixed Asian ☐	Mixed other ☐	Other origin ☐	Unknown ☐	Undisclosed ☐

2 Your employer's details

Company name _____

Company registration number _____

Work address _____

_____ Postcode _____

Training manager's name Mr/Mrs/Ms/Miss _____

Training manager's telephone number _____

Training manager's email address _____

Sponsored students can also enrol online [here](#)

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:

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.kaplan.co.uk

Employer's signature _____

Name _____

Do you require Kaplan to quote a purchase order number on the invoice:
Yes / No

If yes, please provide purchase order number:

Kaplan customer number *(if known)* –

Invoice address *(if different to the employer address shown)*

Contact name _____

Address _____

_____ Postcode _____

3b Manual payment option 2 – cheque

Please tick which of the options apply:

☐ I'll be claiming my fees in FULL through company expenses

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

☐ I'll be claiming my fees in PART through company expenses

☐ I'm NOT claiming my fees through company expenses

Please deliver to:

Address:

- ☐ My home address ☐ My employer's address
- ☐ Or an alternative delivery address (if applicable include address in space opposite)

Postcode

All courses			Classroom and Live Online courses					Distance Learning courses		All
Module	Subject	Exam month	Course	Study option	Course location /	Start date of course	Claim under Pass Guarantee?*	Course	Material option	Price (please check the website for current fees)
• Applied Knowledge • Applied Skills • Strategic Professional - Essentials • Strategic Professional - Options	• BT - FA • CL - FM • SBR - SBL • AFM - AAA	• Mar 21 • Jun 21 • Sept 21 • Dec 21	• Classroom • Live Online • OnDemand • Distance Learning	• Afternoon • Evening • Weekday • Weekend • Extended Weekend	• London • Glasgow • Manchester • Live Online	27/01/2021	• Yes • No	• March	• Printed & Online • Online only	£xxx
										£
										£
										£
										£
										£
										£
										£
										£
										£
										£
										£
									Sub-total	£
UK = £7 per subject EU = £35 for the first subject then £30 for any subsequent subjects Rest of the world = £50 per subject (applies to Classroom, Live Online, OnDemand & Distance Learning courses - printed only)									Postage	£
									Total	£

6 Your signature

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.kaplan.co.uk

Date _____

Student signature _____

Data protection act – Your sponsor will be informed of your results, progress and attendance unless your sponsor chooses not to receive this information.

Marketing policy – From time to time we would like to contact you with course information, news and offers which we think you might find useful. If you are happy to receive these communications please tick here. ☐

Exam results – Within the terms of this agreement you agree to Kaplan Financial obtaining your exam results from ACCA. If you do not wish ACCA to share your results with Kaplan tick here. ☐

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).

Visit website for special offers and alternative funding options

Learn more ›

* **Pass Guarantee:** Please tick against the relevant subject and course option to claim your free course using the Lifetime Pass Guarantee Scheme. Once your form is received your request will be checked against the terms and conditions in order to confirm your entitlement.

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

To submit your enrolment form, please email:
studentservices@kaplan.co.uk

Alternatively you can book:

Online: www.kaplan.co.uk/courses/acca

Phone: +44 (0)161 259 7400 (UK customers, card payments only)