

# ACCA Packages

## Which package suits you?

At BPP, we want to ensure that you have flexibility and choice to make your learning experience a success. We now have the following ACCA packages available:

### Platinum

Want to get the very best BPP has to offer with the highest level of support for your ACCA studies, then our platinum package is for you.

### Gold

Our gold package offers you an alternative to support you in preparation for your ACCA exams. This package is also ideal for those students who don't necessarily have the opportunity to take sufficient time off work to attend the courses outlined in our Platinum package.

### Silver I

If you feel you need guidance through the syllabus and the knowledge taught to you then our Silver I package will most definitely assist you.

### Silver II

Our Silver II package allow you to learn the knowledge yourself. Naturally, there is a lot of information, so if you need help putting it altogether and need focus and structure leading up to the actual exam, the revision course will be most suited for you.

### Bronze

If your preferred method of learning is self study, then our final option, the bronze package is the entire published study materials BPP offer.

Elements	Bronze	Silver II	Silver I	Gold	Platinum
Introductory Course			●		●
Course Notes			●		●
MyStudy Introductory			●	●	●
Course Exam			●		●
Revision Course		●		●	●
Revision Notes		●		●	●
MyStudy Revision		●		●	●
Final Mock		●		●	●
Pass Assurance					●
Study Materials	●	●	●	●	●



An overview of the different elements of each package to assist you with your studies.

### INTRODUCTORY COURSE

The introductory course, is where a professionally qualified tutor will work through a set of course notes demonstrating the knowledge and techniques required to pass the exam.

### REVISION COURSE

As we at BPP believe the key to passing an exam is not just knowledge but exam technique, good time management and question practise, we recommend this element. The revision course is where the tutor delivers exam technique, recaps key elements using revision notes and finally gives students the opportunity to practise exam standard questions to time. These questions are fully debriefed so you understand the required format, where the easier marks can be gained and what level is expected in order to achieve a pass.

### THE COURSE EXAM

As part of the introductory course classroom tuition, BPP will provide you with a course exam at the end of your course. This exam mimics the real exam. This needs to be completed as a home study exercise. You can submit this exam to your tutor for marking, which gives your tutor the opportunity to provide feedback on your exam technique and layout.

### FINAL MOCK EXAM

After the revision course, we realise that many students don't necessarily get a continuous period of 3 hours to sit an exam so at BPP there is a final mock exam where you get the opportunity for that final rehearsal and put everything you've learned into practise.

### Pass Assurance

BPP are confident that if you meet certain goals while studying with us you will pass first time. Our promise to you is that if you have met all the goals and do not pass we will give you a complimentary Platinum package for the next exam sitting.

The goals to qualify for Pass Assurance are as follows:

- Daily attendance at both the Introductory and Revision course on time.
- Submit the course exam by the given deadline and achieve a minimum score of 30%.
- Attend the final mock exams at BPP and achieve a minimum score of 30%.

### MyStudy

MyStudy is our new personal online learning system which you will be able to access, from your computer and wherever you have internet access. MyStudy has been developed to help you learn the skills you require quickly and comprehensively, supporting and enhancing your classroom course.

You can save time by concentrating on hot topics e.g. experience a virtual classroom environment by watching a tutor illustrate how to go through complex calculations, all of which you can review, relearn and retest as many times as you want. The knowledge you need to study, learn and achieve exam success should not be limited to whiteboards, classrooms and text books. MyStudy has been designed to enhance your learning and study experience. For more details and a demonstration of this product, please visit our website [www.bppnederland.nl](http://www.bppnederland.nl).

### Course Materials

We have an extensive range of course materials to support you in your learning and exam preparation. This comprises of a study text, covering the entire syllabus, a Practise and Revision Kit containing practise exam questions and past papers, Passcards which cover succinct key points from each syllabus area in a handy travel size so that you can study on the go, a success CD which is an audio recording of each chapter, i-learn, an interactive text book to work through on the computer and an i-pass, a computer CD with lots of practise questions, either multi choice or number entry. This is particularly useful for F1, F2 and F3 papers as the questions mimic the exam style. For the remaining papers this CD is a useful way of learning key facts.

### Study Miles

With BPP, you have the opportunity to collect study miles.

You can accrue study miles as follows:

Platinum = 10 points

Gold = 5 points

Silver I = 4 points

Silver II = 4 points

You can elect when to claim these points and the following will be awarded:

- 40 points equates to a night in a hotel with dinner for two, up to the value of € 400
- 80 points gives you 2 return flights to the value of € 800
- 120 points equates to a holiday up to the value of €1,200 at Landal GreenParks

**BPP Professional Education**

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# BPP ACCA registration form



## STUDENT DETAILS

First name: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Position in the company: \_\_\_\_\_  
 ACCA registration number: \_\_\_\_\_  
 Exemptions awarded: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_  
 Business email address: \_\_\_\_\_  
 Personal email address: \_\_\_\_\_  
 Daytime telephone: \_\_\_\_\_  
 Mobile telephone: \_\_\_\_\_

## EMPLOYER DETAILS

Name and address of company to be invoiced: \_\_\_\_\_  
 \_\_\_\_\_  
 Authorising manager details: \_\_\_\_\_  
 First name: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Position in the company: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Daytime telephone: \_\_\_\_\_  
 Company cost code/purchase code (if applicable): \_\_\_\_\_

### ACCA PAPERS AND PACKAGES

(please indicate the parts of the course you'd like to attend):

- F2 - Management accounting
- F3 - Financial accounting INT
- F4 - Corporate and Business Law Global
- F5 - Performance management
- F6 - Taxation UK
- F7 - Financial reporting INT
- F8 - Audit & assurance INT
- F9 - Financial management

- P1 - Professional accountant
- P2 - Corporate reporting INT
- P3 - Business analysis
- P4 - Adv Financial Management
- P5 - Adv Performance Management
- P7 - Adv audit & assurance INT

	SILVER 1	SILVER 2	GOLD	PLATINUM
	Introductory course only	Revision course only	My Study feeder & classroom revision course	Full course and my study (full course)
<input type="checkbox"/> F2 - Management accounting	€ 800	€ 800	€ 1.100	€ 1.600
<input type="checkbox"/> F3 - Financial accounting INT	€ 800	€ 800	€ 1.100	€ 1.600
<input type="checkbox"/> F4 - Corporate and Business Law Global	€ 800	€ 800	€ 1.100	€ 1.600
<input type="checkbox"/> F5 - Performance management	€ 800	€ 800	€ 1.100	€ 1.600
<input type="checkbox"/> F6 - Taxation UK	€ 800	€ 800	€ 1.100	€ 1.600
<input type="checkbox"/> F7 - Financial reporting INT	€ 900	€ 800	€ 1.100	€ 1.700
<input type="checkbox"/> F8 - Audit & assurance INT	€ 800	€ 800	€ 1.100	€ 1.600
<input type="checkbox"/> F9 - Financial management	€ 800	€ 800	€ 1.100	€ 1.600
<input type="checkbox"/> P1 - Professional accountant	€ 900	€ 900	€ 1.100	€ 1.700
<input type="checkbox"/> P2 - Corporate reporting INT	€ 1.000	€ 1.000	€ 1.300	€ 1.900
<input type="checkbox"/> P3 - Business analysis	€ 900	€ 900	€ 1.200	€ 1.700
<input type="checkbox"/> P4 - Adv Financial Management	€ 900	€ 900	€ 1.200	€ 1.700
<input type="checkbox"/> P5 - Adv Performance Management	€ 900	€ 900	€ 1.200	€ 1.700
<input type="checkbox"/> P7 - Adv audit & assurance INT	€ 900	€ 900	€ 1.200	€ 1.700

Our Bronze package includes all BPP Course materials. Price per package (for all papers) is € 200.

### OPTIONAL BPP SERVICE FOR OUR STUDENTS

BPP to initially register student with ACCA and/or pay the ACCA annual subscription fee to ACCA direct.	<input type="checkbox"/> € 100
BPP to register students for final exams with ACCA direct.	<input type="checkbox"/> € 100
If you have opted for BPP to register you for exams, for the upcoming sitting, please state for which papers.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TOTAL € _____	
Please indicate by ✓ how you would like your ACCA material delivered:	
<input type="checkbox"/> By post. <input type="checkbox"/> Collect in person in BPP training centre in Amsterdam. <input type="checkbox"/> In the class when I come on my course.	Please state the address if different to the invoicing address you've given us above.

Tick this box if you do not wish BPP to receive your exam results from ACCA.

By signing below you have agreed and signed the terms and conditions of our cancellation policy.

Name: \_\_\_\_\_

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

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

# Terms & Conditions 2010-2011

These terms and conditions and the application form comprise the agreement pursuant to which BPP Professional Education, represented in the Netherlands by BPP Netherlands provides training programmes to the customer.

## 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

2.1 Full payment or authorisation to invoice an employer, must accompany the application form.

2.2 Full payment or authorisation to invoice an employer is required when any study materials are ordered and prior to any materials being despatched.

2.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.

2.4 Where BPP Professional Education has received authorisation to invoice employer the following payment terms apply:

- Full payment is due within 14 days from the date of the invoice.
- If BPP Professional Education fails to receive full payment of the invoice by the course start date the customer may be refused entry to the course.
- BPP Professional Education reserves the right to charge late payment interest on any outstanding invoices, of 0.1% per day of delay.
- BPP Professional Education reserves the right to recover any reasonable debt collection costs in connection with this Agreement.
- The employer is liable for all unpaid invoices.

2.5 Where a block booking has been made, half of the fee must be made at time of booking, with the balance payable within 6 months.

## 3. Study Materials

BPP will despatch materials on receipt of the full course fee or authorisation to invoice employer upon request. Alternatively, students will receive the course material on the first day of the course.

## 4. Administration Scheme

If students would like to subscribe to the BPP ACCA Administration Scheme, BPP Professional Education would be responsible for registering students to the ACCA in Glasgow UK for the one off ACCA initial registration fee of € 100. Once an ACCA student, BPP will provide under the admin scheme every session registration to the ACCA exams, payment of all the ACCA fees on the students' account (BPP will be invoicing these fees back to them at a later stage) and will monitor the ACCA correspondence. The student will, however, be responsible for informing the BPP ACCA Contact Person of the exam options and also for the payment of the relevant BPP ACCA invoices which will include not only course fees, but also the ACCA admin and sundry fees for exam, exemptions, annual subscriptions etc. Should students not require this service, they will be responsible for completing and submitting all the various forms in connection with the ACCA registration and examinations, i.e. BPP will NOT be responsible for students not registered on the BPP Administration Scheme to respecting the ACCA Deadlines. Students attending BPP Courses benefit of 50% discounted ACCA Admin Rate of € 100 per session (after discount).

## 5. Deferrals and transfers

Courses can be deferred to the next sitting, provided full payment has been received, and BPP is informed at least 14 days prior to the course start date. A deferral fee will not be charged. Subject to availability, it may be possible to transfer to an alternative course. A course transfer fee will not be charged. Such transfer may give rise to an additional charge for replacement study materials. There are no refunds or deferrals for part completed courses. A full time course is all feeder, revision and mock days. Under no circumstances are courses or study materials transferable between customers.

## 6. Cancellations

Courses can be cancelled by the customer up to 14 days before the start date of the course. A cancellation fee of € 100 will be charged together with the materials cost if they were already dispatched. Postage and packing of the materials will not be refunded. 50% of the course fee will be charged if less than 14 days notice is given.

## 7. Course Changes

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

## 8. Intellectual Property

8.1 BPP Learning Media Ltd grants the customer a non-transferable, non-exclusive licence to use BPP Learning Media Ltd's products (including information, training material content, software and data) under the terms of this Agreement.

8.2 This licence terminates upon termination of this Agreement for whatever reason.

8.3 The customer warrants that they shall only use BPP Learning Media Ltd's products for their own educational purposes and shall not, without BPP Learning Media Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate BPP Learning Media Ltd's products (or any part of them) to any person other than in accordance with this Agreement.

8.4 The customer shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of BPP Learning Media Ltd products in breach of this Agreement.

## 9. Change of address or other contact details

BPP Professional Education must be notified in writing of any change in a customer's details, including the email address specified on the customer's application form.

## 10. Security

Personal possessions are the sole responsibility of the customer and BPP Professional Education accepts no responsibility for anything that is lost or stolen from its venues. Customers are advised to keep valuables with them at all times.

## 11. Notices

Any notices required to be served by BPP Professional Education under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the customer, at BPP's discretion.

## 12. Limitation of Liability

12.1 The liability for BPP Professional Education for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), 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.

12.2 BPP Professional Education shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

## 13. Data Protection

13.1 Customers agree that, in relation to information held from time to time, BPP Professional Education 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.
- Share the information with BPP group companies to inform the customer about other products or services which may be of interest to them.
- Use the information to inform customers of feedback and exam results.
- Communicate with the customer's employer regarding their progress, results and attendance.

13.2 Customers have the right to receive details of the personal information held by BPP Professional Education. A fee of €20 will be payable.

13.3 In the event that customers do not wish to receive correspondence from BPP Professional Education a written request should be sent at [info@bppnederland.nl](mailto:info@bppnederland.nl).

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