Enrolment Form - AQ2016 Syllabus

AAT Advanced (L3) Certificate in Bookkeeping

Your details:

Personal Details				
Title:	D.O.B.	DD	MM	YYYY
First Name:				
Last Name:				
Address for Correspondence/Delivery:				
Email:				
Alternative Email:				
Home/Work Telephone:				
Mobile:				
AAT Registration No: (if applicable)				
Accountancy Learning use email as our main method of communication with you, this includes course information and information relevant to your studies. **We will not share any of your information with any third parties**. Please tick if you ***do not*** wish to communicate through email. ☐				
How did you hear about us? (Please Tick)				
Google ☐ **Facebook** ☐ **Instagram** ☐ **Twitter** ☐ **Word of mouth** ☐ **AAT Website** ☐ **Other** (Please Specify)				

Company details: (Only if the employer is funding your studies)

Employer Details
Company Name:
Manager's Name:
Manager's Phone Number:
Manager's Email:
Company Billing Address (For invoicing):
Accounts Department Email (For invoicing):
Accountancy Learning use email as our main method of communication with you, this includes invoicing and information relevant to the employee studies. **We will not share any of your information with any third parties**. Please tick if you ***do not*** wish to communicate through email. ☐
Manager's Signature:

Course details (Please give us a call on 01392 435349 to get assistance):

AAT Advanced Certificate in Bookkeeping ~ choose from:	Course Fee	P&P	Discount Code (If Applicable)	Select Package
Tutor Supported PLUS	£879 (inc £92.33 VAT)	Included		
Tutor Supported	£499 (inc £64.33 VAT)	£8.95		
Self-Study EXTRA	£209 (inc £16 VAT)	£8.95		
			TOTAL :	

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

SEE OVERLEAF

Payment details:

Payment Options Materials will be sent on receipt of payment			
BACS:		Account Name: Account No: Sort Code:	AL Distance Learning Ltd 01217840 30-96-23
Cheque:		Cheque enclosed	Please make payable to 'AL Distance Learning Ltd'
Invoice Employer:		Please ensure you have completed the 'Employer' section above	
Card:		See information below	

Payment by Card			
Full amount		**Direct Debit**	
If you would prefer to pay by credit or debit card (deposit or full amount) please phone us on **01392 435 349**. We are able to accept Visa, Mastercard and Maestro. Alternatively, we are happy to call you. 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).			
I will call you		**Please call me**	**Preferred time:** HH : MM

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

First and Monthly Payments		Payment by Direct Debit	
Your first payment 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".			
	Tutor Supported		**Tutor Supported PLUS**
First payment (including sign-up fee paid upon enrolment):	£139.95		£199
Monthly payments:	4 x £92		5 x £136
Preferred day for monthly payment:	*e.g. 25th*		

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.ac.uk
Or, post it to: Accountancy Learning, Southernhay Lodge, Barnfield Crescent, Exeter, EX1 1QT

SEE OVERLEAF FOR T&C'S

ACCOUNTANCY LEARNING TERMS AND CONDITIONS

Please read these terms and conditions carefully before accepting a place on a course with Accountancy Learning. It is your responsibility to keep a copy of these terms if you wish to refer to them in the future. Your contract is with Accountancy Learning Ltd, Southernhay Lodge, Barnfield Crescent, Exeter. EX1 1QT. Company registration number 3454405.

Ordering and payment of fees

It is the responsibility of the person making the order to ensure that the course is appropriate for their needs. Accountancy Learning does not make any commitment to you that you will obtain any particular result from your purchase or attendance on your course or that you will obtain any particular qualification on completion of the course.

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

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).

Accountancy Learning reserves the right to suspend access to learning content and tutor support if fees are not paid.

Accountancy Learning reserves the right to charge £10 administration for dishonoured cheques and failed card payments.

Discounts and offers are mutually exclusive. Only one offer can be applied per transaction.

Fees do not include access to the internet. You may incur charges from your internet service provider to access learning content.

VAT and taxes

All prices are inclusive of VAT. Accountancy Learning is not responsible for the payment of customs or import duties that may be levied in your country.

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
AAT Foundation & Advanced Certificates in Bookkeeping	16 months	AAT Bookkeeping Bundle *PLUS* Sage	19 months

Students may officially PAUSE their studies in order that Moodle access and Tutor support is temporarily suspended. An official pause and duration has to be agreed between the Student and Accountancy Learning. A Pause must be no less than one month and no more than six months. A pause in course access does not cause a pause in payments.

Any new textbooks needed because of a pause will be charged at full retail price plus postage and packing.

Course durations may be extended on payment of the appropriate fees. Extension fees are available on request. Any new textbooks needed because of an extension will be charged at full retail price plus postage and packing.

If you complete all your studies before the end of the training periods noted above, any remaining time is not transferrable to future courses.

Your course is personal to you and you may not transfer your rights to access Accountancy Learning's online course materials to any other person.

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.ac.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. Text books are provided for the current syllabus at the time of purchase and replacement text books for changes in syllabus are charged at full retail price plus postage and packing. It is the responsibility of the student to notify Accountancy Learning in writing if future syllabus materials are required. Home study materials may be collected in person or delivered to the customer's preferred address which will incur a postage and packing charge. If you fail to take delivery of study materials or give Accountancy Learning inadequate delivery instructions then Accountancy Learning reserves the right to charge you any additional postage or delivery costs. Accountancy Learning must be notified of any queries, complaints, damage or incorrect deliveries within 14 days of receipt of the materials. If you do not notify Accountancy Learning within this time period, Accountancy Learning will not be obliged to correct your order and will not be responsible for any loss or damage suffered by you as a result.

Pass Plus Guarantee

Tutor Supported PLUS 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 £50 or less. The guarantee is not transferrable to another student.

Exam bookings and fees

It is the customer's responsibility to book their exams with an exam centre. These are listed on AAT's website. Exam fees are available on request. Examination fees are payable separately to your exam centre. Under no circumstances is a customer using an Accountancy Learning exam centre entitled to a refund of examination or associated administration fees. If a customer wishes to change their scheduled exam then at least seven days' notice is required. Accountancy Learning reserves the right to charge an administration fee for changing exam dates.

Tutor Supported PLUS package customers have exam and invigilation fees included in their course fees for the first attempt for each unit in their course subject to a maximum of £50 per exam. Tutor Supported PLUS package students should inform their exam centre that Accountancy Learning will pay for the exam and invigilation fees and the exam centre should invoice Accountancy Learning and e-mail the invoice to accounts@accountancylearning.ac.uk. If the exam centre requires a purchase order number, please ask your tutor or any Accountancy Learning member of staff.

AAT registration and fees

AAT membership fees are payable separately direct to the AAT, unless the Tutor Supported PLUS package is purchased, where the course fee covers this cost.

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 exams. 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 four weeks of enrolment.

Cancellations

Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ("Consumer Contracts Regulations") you may cancel your purchase of the Course within a period of 14 calendar days ("Cancellation Period") from the date on which the contract is concluded.

You must inform Accountancy Learning Ltd of your decision to cancel by emailing study@accountancylearning.ac.uk or by telephoning 01392 435349 within the Cancellation Period.

If you are cancelling a course because we have incorrectly described the course to you then you will be refunded in full. If you are cancelling a course because we have suspended the course for technical reasons or a refund will be provided for the proportion of the course that is not available to you because of our suspension.

If you are exercising your right to change your mind then you will receive no refund if you have already accessed the digital content of the course. Your right to cancel is lost if you access the digit content of the course during the Cancellation period.
If you have been supplied with physical books you must return those books at your expense to Accountancy Learning Ltd, Southernhay Lodge, Barnfield Crescent, Exeter, EX1 1QT within 14 days of cancelling your course. A refund for the books will only be paid if the books are returned in a condition suitable for resale. We reserve the right to withhold payment of part or all of the refund until physical materials have been returned to us. If you return the books with insufficient postage paid, any postage costs or penalties incurred by us will be deducted from your refund.
If you have purchased a Tutor Supported PLUS package any exam fees or institute fees that have already been paid by Accountancy Learning will not be refunded.
For further details of your rights under the Consumer Contracts Regulations you can visit your local Citizens' Advice Bureau or visit the Competition and Markets Authority website.

Virtual Learning Environment (VLE)

The Moodle Virtual Learning Environment is a platform that allows us to make available to our learners a range of online course materials.
It is your responsibility to check that the computer you plan to use to access your course is compatible with the minimum specification requirement that relates to the course you are ordering. Accountancy Learning does not make any commitment that the online course is compatible with or operates with your software or hardware. Accountancy Learning is not obliged to provide technical advice or support and does not guarantee to be able to solve *your* technical problems.
From time to time, Accountancy Learning may make modifications, enhancements or issue clarifications to the content of an online course. You will have access to such changes free of charge only to the extent that such changes relate to the online course purchased by you.
You accept and acknowledge that periods of downtime may be required in respect of the information technology infrastructure connected to your course. Further you accept that you will not have a claim for breach of contract or otherwise in respect of such period of unavailability. Accountancy Learning reserves the right to suspend access to the VLE for the purpose of scheduled or emergency maintenance, repairs or upgrades to improve the performance or functionality of the VLE.
Accountancy Learning does not guarantee that the learning content will be error free.

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.

Intellectual property

All intellectual property rights in all materials and online resources supplied by Accountancy Learning is expressly reserved. Any unauthorised modification, duplication, publication, distribution, upload or broadcast is strictly prohibited. The customer agrees to indemnify Accountancy Learning fully for any infringement of these intellectual property rights. You may not modify, adapt, merge, translate, disassemble, decompile, recompile or reverse engineer any software forming part of the online study materials or create derivative works based on the whole of or any part, or which incorporate, the online study materials into any software program.

Data Protection Act 2018 and GDPR

Accountancy Learning will process personal information about our students in accordance with the Data Protection. 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.
Any changes to customers’ details must be notified to Accountancy Learning in writing or by e-mail.
Accountancy Learning will send you information that is relevant to your studies and your course. We may also contact you with information about similar products, offers and services that we feel may be of interest to you. If you prefer not to be contacted by us about these products, offers and services please inform us by contacting study@accountancylearning.ac.uk.
You have the right to receive details of your personal information held by Accountancy Learning. A fee of £20 is payable.

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. If the customer’s course is paid by the customer’s employer then the customer authorises Accountancy Learning to inform the employer about the customer’s attendance, marks, exam results, progress reviews and any other information reasonably requested by your employer and which Accountancy Learning in its sole discretion considers appropriate for it to provide. 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.

Limitation of liability

Accountancy Learning's maximum aggregate liability to you for any claims that you may have against Accountancy Learning for direct loss in contract, tort or otherwise arising out of or in connection with these terms and conditions, the course and any technical support shall be limited to the amount of the fee which has been paid, or is payable, by you or on your behalf.

Disclaimer

The courses are for training purposes only. Accountancy Learning will not accept any responsibility to any party for the use of the tuition provided and/or the contents of the study materials for any purpose other than training for educational purposes, including but not limited to the giving of advice by you to any third party.

Complaints

Accountancy Learning will try to resolve customer complaints informally if possible but if the customer is not satisfied the full complaints policy can be provided to allow the customer to take further steps.
These terms and conditions, and any other matters arising out of or in relation to these terms and conditions, are governed by and construed in accordance with the laws of England and Wales. You agree to submit to the exclusive jurisdiction of the English courts to settle any disputes which may arise out of or in connection with these terms and conditions.

Behaviour

You acknowledge that Accountancy operates a zero tolerance policy in relation to inappropriate behaviour of students whether online, by telephone or in person. In particular abusive or violent behaviour directed at Accountancy Learning's staff or other students and unfair or dishonest practices including but not limited to cheating, will not be tolerated under any circumstances. Accountancy Learning may at its reasonable discretion and without liability or an obligation to refund fees, refuse to supply

any course to any student and may refuse to admit to, and may remove from any Accountancy Learning or associated premises, any student whose participation in any course would, in Accountancy Learning's reasonable opinion, be undesirable or whose behaviour Accountancy Learning considers is or may be in breach of these terms and conditions.

Changes to terms and conditions

Accountancy Learning may update or amend these Terms and Conditions from time to time to comply with law or to meet its changing business requirements without notice to customers.

You may not assign or sub-contract any of your rights or obligations under these terms and conditions to any third party unless we agree in writing.

Accountancy Learning may assign, transfer or sub-contract any of its rights or obligations under these terms and conditions to any third party at its discretion.

If any of these Terms and Conditions are found to be illegal, invalid or unenforceable by any court of competent jurisdiction, the rest of these terms and conditions shall remain in full force and effect and shall be carried out as closely as possible according to the original intent.

The agreement between the customer and Accountancy Learning will be concluded in English only.