

Accountancy Learning AAT CBA Booking Form

External Candidates

Please contact the office at study@accountancylearning.ac.uk or call 01392 435 349 for exam availability before completing this form. **Payment is now required 24 hours of your exam booking/receiving your confirmation email. If we don't receive payment you will forfeit your place.**

Learner Details	
First Name	
Last Name	
Date of Birth	
Email Address	
AAT Reg. No.	
Telephone No.	
AAT Qualification Registered for	Bookkeeping <input type="checkbox"/> Accounting <input type="checkbox"/>
Training Provider	
Reasonable Adjustments: If you have special needs you can apply for reasonable adjustments to help you do your best in the Please indicate any special considerations	
How To Pay	
By Phone	<input type="checkbox"/>
Please Call 01392 435 349 We accept Visa, Mastercard and Maestro	
By BACS	<input type="checkbox"/>
Account name: Accountancy Learning Ltd Sort Code: 30-80-37 Account number: 60548260 Please use your name and the date of your exam as payment reference	
Invoice Employer / Training Provider	<input type="checkbox"/>
Please fill in details overleaf	

Booking Details	
Please tick your preferred exam centre below	
Exeter	<input type="checkbox"/>
Plymouth	<input type="checkbox"/>
Exam Date	
Exam Start Time	
Exam Details	Price
Level 1 Access Foundation	£68 <input type="checkbox"/>
Bookkeeping Transactions	£82 <input type="checkbox"/>
Bookkeeping Controls	£82 <input type="checkbox"/>
Elements Of Costing	£82 <input type="checkbox"/>
Using Accounting Software	£91 <input type="checkbox"/>
Foundation Synoptic Assessment	£85 <input type="checkbox"/>
Advanced	
Advanced Bookkeeping	£82 <input type="checkbox"/>
Final Accounts Preparation	£82 <input type="checkbox"/>
Indirect Tax	£82 <input type="checkbox"/>
Management Accounting: Costing	£82 <input type="checkbox"/>
Advanced Synoptic Assessment	£88 <input type="checkbox"/>
Professional	
Financial Statements of Limited Companies	£82 <input type="checkbox"/>
Management Accounting: Budgeting	£82 <input type="checkbox"/>
Management Accounting: Decision and Control	£82 <input type="checkbox"/>
Professional Synoptic Assessment	£89 <input type="checkbox"/>
Business Tax	£82 <input type="checkbox"/>
Personal Tax	£82 <input type="checkbox"/>
External Auditing	£82 <input type="checkbox"/>
Cash and Treasury Management	£82 <input type="checkbox"/>
Credit Management	£82 <input type="checkbox"/>

Please complete this form and return to study@accountancylearning.ac.uk, or post to our Exeter Office (Southernhay Lodge, Barnfield Crescent, Exeter, EX11QT) received no later than 5 working days before your exam date. Your exam will only be booked on receipt of this form and the relevant exam fee. If you do not receive a written confirmation from us, we may not have received your booking – it is your responsibility to check that you have been booked in.

Please see payments details, booking and cancellation policies and sign this form overleaf.

To speak to one of our friendly team about your exam, give us a call on: **01392 435349** Email: Study@accountancylearning.ac.uk
Visit: <https://accountancylearning.co.uk/aat-exams/>



Accountancy Learning AAT CBA Booking Form

External Candidates

Details to Invoice Employer / Training Provider (please fill in where required)

Training Providers Name	
Managers Name	
Managers Signature	
Accounts Department Email	
Invoice Address	

Total fees are based on the AAT exam fees of £46 for Foundation, Advanced & Professional units and £49/£52/£53 for the synoptics respectively. We are acting as agents on behalf of the AAT and their fees are exempt from VAT. We charge a £36 admin/invigilation fee (£45 for the Using Accounting Software exam) inclusive of VAT at 20% in addition to the AAT fee.

How did you hear about us?

Google	<input type="checkbox"/>	AAT Website	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Returning Student	<input type="checkbox"/>
Other (please specify):							<input type="checkbox"/>

Booking Policy:

These fees will be lost if the candidate does not attend their agreed exam date and time; this includes fees payable to the AAT. If you wish to change or cancel your booking we require a minimum of 5 working days' notice. In the event of cancellation or rearrangement made at short notice, you will be charged an additional cancellation fee of £36. If a candidate cancels/moves the same exam twice or more, Accountancy Learning also reserves the right to charge the cancellation/admin fee of £36.

Please sign to confirm you have read and understood our booking policy. By signing this form you are also agreeing to let us keep your details on file for reference and for future exam bookings. In absence of a signature where this form is completed digitally, submission of the form will be considered acceptance of these terms.

Signature: _____

Date: _____