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| AAT Course Booking form | |
| |  |  | | --- | --- | | Name: | <insert name here> | | Level: | 3 󠄀□ 4 □ | | Tax Year: | 24/25 | |

**Important to Note:**

1. **This form must be approved by both HR and your Partner/ Manager before you book on to the course/ exam.**
2. **It is your responsibility to liaise with your talent coach and ensure you are booked on to the relevant course and exam as soon as possible.**
3. **Examinations must be sat at the closest examination centre and are NOT allowed to be sat from home or in the office.**
4. **All courses should be sat via Live Online or classroom (where this is available locally).**
5. **Re-sits should be sat before moving on to the next course.**
6. **If your course plan changes during the year, (this may be due to an exam failure or a change in circumstance), this form must be resubmitted with the details of your new plan for the year.**

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| PLEASE SELECT ANY EXAMINATIONS YOU HAVE ALREADY PASSED | | | |
| Level 3 | Date | Level 4 | Date |
| Choose an item. | Click or tap to enter a date. | Choose an item. | Click or tap to enter a date. |
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| PLEASE TYPE YOUR PROPOSED STUDY PLAN FOR THIS YEAR | | | |
|  | **Title** | **Study Dates** | **Anticipated exam month** |
| **Exam 1** |  |  |  |
| **Exam 2** |  |  |  |
| **Exam 3** |  |  |  |
| **Exam 4** |  |  |  |
| **Exam 5** |  |  |  |
| **Exam 6** |  |  |  |
| **Re-sit** |  |  |  |

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| HR APPROVAL |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­ |

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| NOTES TO CONSIDER |
| Click or tap here to enter text. |

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| PARTNER/MANAGER APPROVAL |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­ |