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| ACCA Course Booking form |
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| Name: | <insert name here> |
| Tax Year  | 24/25 |

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1. This form must be approved by all parties above before you book on to the course/ exam.
2. It is your responsibility to book on to the course and exam as soon as possible
3. Examinations must be sat at the closest examination centre and are **under no circumstances** 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. No more than 4 examinations (excluding re-sits) should be sat in one year, unless special circumstances prevail. Students should re-sit exams before moving on to a new course.

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| **ACCA** | **PASSED** | **EXEMPT** | **DATE** |
| LW |[x] [ ]  Click or tap to enter a date. |
| PM  |[ ] [ ]  Click or tap to enter a date. |
| TX |[ ] [ ]  Click or tap to enter a date. |
| FR  |[ ] [ ]  Click or tap to enter a date. |
| AA  |[ ] [ ]  Click or tap to enter a date. |
| FM |[ ] [ ]  Click or tap to enter a date. |
|  |  |  |  |
| SBR |[ ] [ ]  Click or tap to enter a date. |
| SBL |[ ] [ ]  Click or tap to enter a date. |
|  |  |  |  |
| ATX |[ ] [ ]  Click or tap to enter a date. |
| AAA |[ ] [ ]  Click or tap to enter a date. |

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| **PLEASE TYPE YOUR PROPOSED STUDY PLAN FOR THIS YEAR** |
|  | **Title**  | **Study Dates** | **Exam sitting date** |
| **Exam 1** |  |  |  |
| **Exam 2**  |  |  |  |
| **Exam 3** |  |  |  |
| **Exam 4** |  |  |  |
| **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****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­** |

**PLEASE NOTE: 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.**