

# CBE booking form

All bookings are subject to our terms and conditions overleaf

## 1 Your details please complete in block capitals

First name \_\_\_\_\_ AAT/ACCA/CIMA/ICAEW ID\* \_\_\_\_\_  
Last name \_\_\_\_\_ Telephone \_\_\_\_\_  
Title **Mr / Mrs / Miss / Ms** Date of birth\* \_\_\_\_\_ Mobile \_\_\_\_\_  
Home address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

We use email as our main means of communication with you. We may also use it from time to time to send you information relevant to your studies. We will not pass it on to any third parties. Please tick here if you prefer NOT to receive communication via email.

\* We need this information in order to register you for the computer based exams.

## 2 Your employer complete this section if your employer is paying for your exam

Company name \_\_\_\_\_ Manager's name \_\_\_\_\_  
Company address \_\_\_\_\_ Manager's email \_\_\_\_\_  
For invoicing purposes \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_  
\_\_\_\_\_  
Manager's phone \_\_\_\_\_  
Postcode \_\_\_\_\_  Tick if you wish to be notified of exam results / attendance  
Accounts email \_\_\_\_\_ PO / booking reference \_\_\_\_\_

## 3 Your exam requirements please choose your centre, exam subject and tell us when you want to sit your exam

Centre (eg London)	Qualification (AAT/ACCA/CIMA/ICAEW)	Subject (eg F3, C02, AP1)	Exam date and time (please refer to our CBE timetable for sessions)	Fee (inc VAT where applicable)
<b>Total value of booking</b>				

### Important notes

- You must give us at least 7 days notice if you wish to defer your exam sitting. Exam fees are non-refundable. Full terms & conditions overleaf.
- You must bring photo ID with you to all exam sessions. You should arrive 15 minutes before the scheduled exam start time so we can check your ID and register you on the allotted PC. Late arrivals may not be permitted into the exam room.

## 4 Your payment please tick as appropriate for the total order value above

- Please invoice my employer in accordance with the above details (please note your manager must have signed this form in the space above)
- Credit/debit card (please call us with your card payment details so we can process your payment securely)
- I enclose a cheque with my application form (cheques payable to First Intuition)

## 5 How did you hear about us? Google Recommendation Mailshot Professional body Other

Please send your completed application form to your chosen centre

**London**  
E london@fi.co.uk  
Fax 020 7323 9693  
Post Conway Mews,  
London, W1T 6AA

**Bristol**  
E bristol@fi.co.uk  
Fax 0117 316 9901  
Post City Point, Temple  
Gate, Bristol, BS1 6PL

**Cambridge / Chelmsford**  
E cambridge@fi.co.uk  
Fax 0560 342 6852  
Post 35 Hills Road,  
Cambridge, CB2 1NT

**Luton**  
E luton@fi.co.uk  
Fax  
Post 110 Butterfield,  
Luton, LU2 8DL

**Maidstone**  
E maidstone@fi.co.uk  
Fax 01622 600302  
Post 89 King Street,  
Maidstone, ME14 1BG

**Reading**  
E reading@fi.co.uk  
Fax 0844 880 0476  
Post Tangent House, Forbury  
Road, Reading, RG1 1SB

# Terms and conditions

These terms and conditions together with the booking form comprise the agreement pursuant to which First Intuition provides classroom, online and home study courses and associated study materials to the customer.

## 1 Payment terms

- 1.1 Booking forms must be accompanied by payment in full or the employer's authorisation to be invoiced directly.
- 1.2 Where the employer has agreed to pay, full payment is due within 30 days of the date of invoice, or within the due date specified on the invoice if different payment terms are agreed.
- 1.3 First Intuition reserves the right to refuse admission to a course if full payment is not received prior to the course start date.
- 1.4 First Intuition reserves the right to charge late payment interest at a rate of 4% above the Bank of England base rate on any outstanding invoices.
- 1.5 First Intuition reserves the right to charge £50 for all dishonoured payments.
- 1.6 If an instalment plan has been agreed, the customer must provide post-dated cheques or agree to their credit card being charged with any outstanding balances on the agreed dates.

## 2 Booking and registration

- 2.1 It is the responsibility of the person making the booking to ensure that the selected courses are appropriate for their needs.
- 2.2 Any change in the customers' contact details must be notified in writing.
- 2.3 First Intuition does not accept responsibility for registering customers with professional bodies or entry for the relevant written exams.
- 2.4 Courses and study materials are not transferrable between customers.

## 3 Classroom courses

- 3.1 Customers must bring the relevant course joining instructions to all course sessions. Failure to produce joining instructions or proof of payment upon request may result in customers being refused admission to a course.
- 3.2 First Intuition reserves the right to cancel, reschedule or change the location of a course without penalty if considered necessary. First Intuition undertakes to inform customers as soon as the change is made and customers may book an alternative course at no extra charge, or receive a full refund or credit against future courses.
- 3.3 Study materials will be provided on the first day of the classroom course.
- 3.4 If a customer wishes to cancel a course, provided more than 14 days notice prior to the course start date is given, the course fee will be refunded less a £100 cancellation fee. Any study materials already provided must be returned in unused re-saleable condition, otherwise these will be charged at full retail price.
- 3.5 If a customer wishes to transfer to another equivalent course for the same subject and the same exam sitting, provided there is availability, no additional charge will be made.
- 3.6 If a customer wishes to defer their course to a later exam sitting, provided more than 14 days notice prior to the course start date is given and subject to availability, the amount paid will be held as a credit on the customer's account to be offset against the value of any future course booking. Any new study materials required will be charged at full retail price.
- 3.7 No refunds, transfers or deferrals can be made if less than 14 days notice is given.

## 4 Retake scheme

- 4.1 First Intuition retake scheme applies to all customers who:
  - attend all sessions of a classroom tuition and revision course (if appropriate) for each relevant paper;
  - attempt no more than 3 papers in any one sitting;
  - submit the course exam by the due date and sit the mock exam under timed conditions;
  - achieve at least 40% in the course exam, mock exam and the real exam.
- 4.2 In the event that a customer fails the real exam having satisfied the conditions in 4.1 they may attend the next available equivalent course for the relevant paper at no additional charge, subject to availability at time of booking. Any new or additional study materials will be charged at retail price. Course and mock exams will be charged at retail price. Customers will be asked for proof of their exam results when making a claim.
- 4.3 The retake scheme is not transferrable between customers.
- 4.4 The retake scheme does not apply to AAT, ICAEW, CIMA Case Study or ACCA Knowledge level subjects.
- 4.5 No cash alternative or refund will be given in the event that a customer is unable to attend an equivalent course for any reason.

## 5 Online courses

- 5.1 Online resources and study support will be provided for a period of 6 months from date of invoice or up to the next written examination date if shorter. Online access may be extended for a further 6 months or to the next exam sitting subject to a re-registration fee of £50.
- 5.2 Online study materials may be collected in person or delivered to the customer's preferred address. First Intuition must be notified of any queries, complaints, damage or short deliveries within 14 days of receipt of study materials, if a refund or replacement is required.

## 5 Online courses (continued)

- 5.3 If a customer wishes to cancel an online course, the full fee will be refunded provided all study materials are returned in re-saleable condition within 14 days of receipt and the customer's online account will be terminated. No refunds can be given for cancellations made more than 3 months after invoice date.
- 5.4 Online customers can upgrade to any relevant classroom course, subject to availability, within 6 months of booking. Customers will be invoiced for the course fee less the amount paid in respect of the Online Course, plus any new materials that may be required.

## 6 Home study courses

- 6.1 Home study support will be provided for a period of 6 months from date of invoice or up to the next written examination date if shorter. Study support may be extended for a further 6 months or to the next exam sitting subject to a re-registration fee of £50.
- 6.2 Home study materials may be collected in person or delivered to the customer's preferred address. First Intuition must be notified of any queries, complaints, damage or short deliveries within 14 days of receipt of study materials, if a refund or replacement is required.
- 6.3 If a customer wishes to cancel a home study course, the full fee will be refunded provided all study materials are returned in re-saleable condition within 14 days of receipt. No refunds can be given for cancellations made more than 3 months after invoice date.
- 6.4 Home study customers can upgrade to any relevant online or classroom course, subject to availability, within 6 months of booking. Customers will be invoiced for the course fee less the amount paid in respect of the Home Study Course, plus any new materials that may be required.

## 7 Computer Based and Other Examination fees

- 7.1 Under no circumstances is the customer entitled to a refund of examination or associated administration fees. If a customer wishes to defer their computer based examination then at least 7 days notice must be given.
- 7.2 First Intuition may charge an administration fee in addition to the published examination entry fee.

## 8 Oxford Brookes mentoring

- 8.1 Mentoring sessions must take place within 6 months of the invoice date.
- 8.2 First Intuition does not accept responsibility for customers who fail to submit their Project within the time specified by Oxford Brookes University or ACCA.

## 9 Intellectual property

- 9.1 All intellectual property rights in all materials and online resources supplied by First Intuition is expressly reserved. Any unauthorised duplication, publication or distribution is strictly prohibited.
- 9.2 The customer agrees to fully indemnify First Intuition in respect of any infringement of intellectual property right as contained in 9.1.

## 10 Liability

- 10.1 The liability of First Intuition for direct losses arising out of its 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 is limited to the value of monies received from the customer (or their employer) for the course.
- 10.2 First Intuition shall not be liable for any consequential or indirect loss, howsoever arising.

## 11 Security

First Intuition accepts no responsibility for anything that is lost or stolen from its premises. Personal possessions are the sole responsibility of the customer and customers are advised to keep valuable belongings with them at all times.

## 12 Data protection

- 12.1 The customer agrees to allow First Intuition to retain information and use it to:
  - communicate with the customer to perform their obligations under this agreement;
  - inform customers about their courses, products and services which may be of interest;
  - provide feedback to customers on their progress and exam performance
  - communicate with the customer's employer regarding their progress, results and attendance.
- 12.2 Customers have the right to receive details of personal information held about them in return for a fee of £25.
- 12.3 If the customer does not wish to receive correspondence from First Intuition a written request should be made to the registered office.

## 13 Validity

If any provision of this agreement is held to be invalid or unenforceable the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

## 14 Jurisdiction

This agreement shall be governed and construed in accordance with the law of England and the parties submit to the exclusive jurisdiction of the English courts for the determination of disputes arising under this agreement.