

AAT booking form

All bookings are subject to our terms and conditions overleaf

1 Your details please complete in block capitals

First name _____
 Last name _____
 Title _____ Date of birth _____
 Home address _____

 _____ Postcode _____

AAT ID _____
 Telephone _____
 Mobile _____
 Email _____

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.

Please note that you must register with AAT with your chosen study centre so we can monitor your progress. Please ensure you choose the correct centre code, eg London is BH10454.

Accountancy Apprenticeship Scheme If you are eligible for funding and would like more information please ask for an information pack

2 Your employer complete this section if your employer is paying for your course—your manager must sign below

Company name _____
 Company address _____
For invoicing purposes

 _____ Postcode _____

Manager's name _____
 Manager's email _____
 Telephone _____
 Manager's signature _____

Please tick if would like to be notified of absences and results

Accounts Email _____

PO / Booking reference _____

3 Your course requirements please indicate which courses you require. If you need advice please give us a call.

Subjects <small>please list</small> (eg Level 2 Full, Level 3 ACPR)	Course type Classroom / Distance Learning	Courses required <small>please enter details</small> (eg Weekday Courses —please refer to our course dates & prices brochures for details)	Centre (eg London)	Start date	Price (£) (inclusive of VAT)

Delivery address for home study and online orders

Work address above Other (please specify) _____
 Home address above _____

Discount %*	
Total value of booking	

* Please check with your study centre for details of any discounts or extra charges

4 Your payment please tick one of the following for total value of order as above

- Please invoice my employer in accordance with the above details
 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?

If you have been referred to us please give their name

Google/search Direct mail/email Professional body Other
 Recommendation by _____

Please send your completed application form to your chosen centre

London Email london@fi.co.uk Fax 020 7323 9693 Post Conway Mews, London, W1T 6AA	Bristol Email bristol@fi.co.uk Fax 0117 316 9901 Post City Point, Temple Gate, Bristol, BS1 6PL	Cambridge Email cambridge@fi.co.uk Fax 0560 342 6852 Post 35 Hills Road, Cambridge, CB2 1NT	Chelmsford Email chelmsford@fi.co.uk Fax 0560 342 6852 Post 1 Floor Aquila House, Chelmsford, CM1 1BN	Luton Email luton@fi.co.uk Post 1st Floor, 593 Hitchin Road, Luton, LU2 7UN	Maidstone Email maidstone@fi.co.uk Fax 01622 600302 Post 89 King Street, Maidstone, ME14 1BG	Reading Email reading@fi.co.uk Fax 0844 880 0476 Post Tangent House, Forbury Road, RG1	Leeds Email leeds@fi.co.uk Post 1 Aire Street, Leeds, LS1 4PR
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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.
- 1.7 All discounts and offers are mutually exclusive. Only one offer can be applied per transaction.

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 one exam sitting (written exam subjects). Online access may be extended for a further 6 months or for one additional exam sitting subject to a re-registration fee of £50. Online access to our Case Study courses cannot be extended.
- 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.
- 5.3 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 AAT Distance Learning Courses

Online/Live Online (Whole level sales)

- 7.1 The online resources and study support will be provided for each unit for an initial period of 6 months from online enrolment onto the unit. If you have no contact with your tutor and/or are inactive with your online resources for a period of 2 months, then your access to online resources will automatically be removed. Access can be reinstated free of charge if you are within the 6 month period from initial enrolment. If it is more than 6 months since your initial enrolment then you will be charged an admin fee to reinstate your access.

Online/Live Online (Whole level sales) Continued

- 7.2 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.
- 7.3 If a customer wishes to cancel an online course, this must be done within 30 days of the original invoice date. Any material for units which have already been dispatched must be returned in a re-saleable condition within the 30 days for a full refund to be made. If any material cannot be returned in a re-saleable condition the full price of that unit will be deducted from the refund. After the 30 day period has passed, no refunds will be given.
- 7.4 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.
- 7.5 Study materials will be provided for the current AAT syllabus at the time of purchase and replacement material in respect of syllabus changes will be charged for. Existing students will continue to receive materials under their original syllabus registration unless new syllabus material is requested. From the AAT launch date of a new syllabus all new full level bookings will be for the syllabus unless notified otherwise.

Online/Live Online (Single unit sales)

- 7.6 The online resources and study support will be provided for each unit for an initial period of 6 months from online enrolment onto the unit. If you have no contact with your tutor and/or are inactive with your online resources for a period of 2 months, then your access to online resources will automatically be removed. Access can be reinstated free of charge if you are within the 6 month period from initial enrolment. If it is more than 6 months since your initial enrolment then you will be charged an admin fee to reinstate your access.
- 7.7 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.
- 7.8 If a customer wishes to cancel an online course, this must be done within 30 days of the original invoice date. The material must be returned in a re-saleable condition within the 30 days, additionally the customer must not have accessed the online resources or attended any live online lectures in order for a full refund to be made. If material cannot be returned in a re-saleable condition no refund will be made. After the 30 day period has passed, no refunds will be given.
- 7.9 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.
- 7.10 Study materials will be provided for the current AAT syllabus at the time of purchase and replacement material in respect of syllabus changes will be charged for. Existing students will continue to receive materials under their original syllabus registration unless new syllabus material is requested. From the AAT launch date of a new syllabus all new full level bookings will be for the new syllabus unless notified otherwise.

Self Study

- 7.11 Self 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.
- 7.12 Refunds in respect of self study material will only be given in circumstances whereby the customer has damaged material. If a customer wishes to have a refund for damaged self study material, then the material must be returned in a re-saleable condition within 30 days of the invoice date for a full refund to be made. If any material cannot be returned in a re-saleable condition then no refunds will be given.
- 7.13 Self customers can upgrade to any relevant classroom or online 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 self study material, plus any new materials that may be required.

8 Computer Based and Other Examination fees

- 8.1 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.
- 8.2 First Intuition reserves the right to charge an administration fee for exam deferrals.
- 8.3 First Intuition may charge an administration fee in addition to the published examination entry fee.

9 Oxford Brookes mentoring

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

10 Intellectual property

- 10.1 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.
- 10.2 The customer agrees to fully indemnify First Intuition in respect of any infringement of intellectual property right as contained in 10.1.

11 Liability

- 11.1 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.
- 11.2 First Intuition shall not be liable for any consequential or indirect loss, howsoever arising.

12 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.

13 Data protection

- 13.1 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.
- 13.2 Customers have the right to receive details of personal information held about them in return for a fee of £25.
- 13.3 If the customer does not wish to receive correspondence from First Intuition a written request should be made to the registered office.

14 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.

15 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.