

# TERMS AND CONDITIONS

## FOR COURSES RUN BY ACCA

### One day courses\*:

- Advanced budgeting, planning and forecasting
- Alternative finance – options for businesses and investors
- Corporation tax update
- Drilling down into financial statements – advanced analysis skills
- Employers and HMRC – PAYE and P11D compliance
- Everything you ever wanted to know about VAT (introduction and advanced)
- Foreign exchange and currency risk management
- FRS 102: The new UK GAAP
- IFRS Update (Part one and two)
- Interpreting accounts and reporting relevant information
- UK financial reporting update – changes, issues and problems.

### Half day courses:

- Business tax areas explained
- Capital expenditure – getting it right
- VAT and the global marketplace.

### Corporate Accountants' Updating

#### Programme:

- Business and corporate taxes update
- Employment and personal taxes update
- Financial reporting – Refresher
- Financial reporting – All change!

\*Additional one day courses will be added to the programme during 2014.

### How to book

- book online at <https://events.accaglobal.com>
- e-mail [professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)
- telephone Professional Courses on 020 7059 5910.

### Please note:

- we accept Amex, Mastercard, Visa, Maestro and Visa Debit
- email is not encrypted and therefore not a secure method of communicating payment details with ACCA. If paying by card, we suggest you do so online or via post or fax
- card transactions are processed by Worldpay on behalf of CAET.

### Confirmation

Places on training events are reserved from the receipt of the booking request. When booking online, a confirmation email will be sent to you within 24 hours. When booking by any other method, confirmation of booking will normally be sent within 14 days, and will include an invoice.

### Payment Terms

When booking events online, payment must be made at the time of booking. When booking events by post, fax or email an invoice may be issued and must be settled within 14 days or in advance of attendance at the event, whichever is sooner. Cheques for ACCA events should be made payable to the Certified Accountants Educational Trust (CAET).

### Fee Guidance

Please note, ACCA courses run by CAET are exempt from VAT. Fees include all course material, tea, coffee and lunch as appropriate.

### Joining Instructions

Joining instructions are usually sent at least five working days before the start of an event. If you have not received your joining instructions three days prior to the event, please call the Professional Courses team on 020 7059 5910.

ACCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

### Transfers

Bookings for courses run by ACCA can be transferred to a later course in the current schedule (up to December 2014), providing subsequent courses are not already fully booked. Notification of transfers should be given, in writing (irrespective of the method of booking), at least 10 full working days before the start of the originally booked course. 10% of the event fee will be charged on each event transferred, based on the standard non-discounted course fee.

### Cancellations

Cancellations notified in writing at least ten full working days before the date of the course will be refunded. 10% of the event fee will be charged on each event cancelled, based on the standard non-discounted course fee. Regrettably, because funds are allocated to the course in advance, no refunds will be given for cancellations notified less than ten full working days before the start of the course. Payment in full will still be due. A colleague may, however, be substituted. This should also be notified in writing.

Please note there is a separate cancellation policy for the *Spring and Autumn Updates for Accountants*.

### Cancellations to Multiple Bookings

#### One-day courses run by ACCA

- where three courses have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining two courses will be charged at the discounted two-course rate
- where two courses have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining course will be charged at the full one-course rate.

#### Corporate Accountants' Updating Programme

- where four seminars have been booked at the multiple booking rate and bookings are subsequently cancelled, the remaining three seminars will be charged at the standard rate.

### If ACCA Cancels a Course

In the event that we cancel a course run by ACCA, our liability shall be limited to a refund of any course fees paid. In order to keep costs – and thus fees – to a minimum, we reserve the right to cancel or reschedule courses without prior notice and to amend or alter published programmes, fees, venues and lecturers.

## FOR COURSES RUN BY PARTNER ORGANISATIONS

- ACT
- CIMA Mastercourses
- Evolia Training
- FinancePD
- ICSA Training
- MBL Seminars.

NB: Additional partner organisations may be added to the programme during 2014.

### How to book

- e-mail  
[professionalcourses@accaglobal.com](mailto:professionalcourses@accaglobal.com)
- telephone Professional Courses on 020 7059 5910.

We will then contact our partner organisation to check whether the requested place is available and if a place is available, we will forward you a booking form for completion. You will be asked to return the booking form to Professional Courses and we will then forward the booking form to the appropriate partner organisation for processing.

### Confirmation and joining instructions

Confirmation of your booking and joining instructions will be sent to you directly from the appropriate partner organisation.

### Fee Guidance

Please note, courses run by the ACT, CIMA Mastercourses, FinancePD, ICSA Training and MBL Seminars are subject to VAT at 20%. Courses run by Evolia Training are exempt from VAT. Fees include all course material, tea, coffee and lunch as appropriate.

Please refer to individual courses for discount details where applicable.

### Transfers and Cancellations

For full details regarding cancellations and transfers, please visit the relevant website addresses given below:

ACT

**[www.treasurers.org](http://www.treasurers.org)**

CIMA Mastercourses

**[www.cimamastercourses.com](http://www.cimamastercourses.com)**

Evolia Training

**[www.evoliatraining.co.uk](http://www.evoliatraining.co.uk)**

FinancePD

**[www.FinancePD.com](http://www.FinancePD.com)**

ICSA Training

**[www.icsatraining.co.uk](http://www.icsatraining.co.uk)**

MBL Seminars

**[www.mblseminars.com](http://www.mblseminars.com)**