

## Foundations in Accountancy exemption waiver declaration

This form should be completed to forfeit (cancel) exemptions. If you plan to KEEP your exemptions, do not complete this form.

ACCA ID

ACCA Exchange code  
*(if you don't have a code leave blank)*

Student full name  
*(please print in CAPITALS)*

Employer name  
*(if you have included a code above)  
(please print in CAPITALS)*

I confirm that:

- I am requesting to forfeit my exemption(s) from the exams indicated below.
- I understand that if an exemption is forfeited that I cannot reapply for this exemption based on the same qualification.
- I understand that if I forfeit an exemption, I will need to sit and pass the exam instead.
- I understand that exemption forfeit requests received after 14 calendar days will not be eligible for a refund or credit.

Please refer to the [Exemptions terms and conditions | ACCA Global](#)

### EXEMPTIONS TO BE FORFEITED

Please tick the boxes for all exemptions that you wish to forfeit.

#### ACCA Diploma in Financial and Management Accounting (RQF Level 2)

FA1 Recording Financial Transactions      MA1 Management Information

#### ACCA Diploma in Financial and Management Accounting (RQF Level 3)

FA2 Maintaining Financial Records      MA2 Managing Costs and Finance

#### ACCA Diploma in Accounting and Business (RQF Level 4)

FBT Business and Technology      FFA Financial Accounting      FMA Management Accounting

#### Certified Accounting Technician (Option papers)

FAU Foundations in Audit      FTX Foundations in Taxation      FFM Foundations in Financial Management  
FO1/FO2

### REASON FOR FORFEITING

Complete this section to provide the reason that you are choosing to forfeit.

#### Please choose one

- It is a requirement of my employer or university
- For educational purposes / I would prefer to sit the exam(s)
- I plan to leave ACCA or take a break from my ACCA studies
- Other reason (please describe)

Signature

Date

To sign this form using a **digital signature**, please ensure that you have opened the form using Adobe Acrobat Reader. Then, click the signature box and follow the steps indicated. Alternatively, you can print and sign the form using a handwritten signature, which can then be scanned and emailed to ACCA.

Please return this form to [students@accaglobal.com](mailto:students@accaglobal.com)