



Innovative Management & Professional Training

P.O. Box 2528,
Tele.: 345-926-6283

Grand Cayman, KY1-1104
E-Mail: info@impttraining.com

ACCA FIA Levels 2 & 3

Diploma in Financial & Management Accounting

Registration Form (Online LIVE Classes)

Classes Starting _____

1. Applicant Details

Please note that an invoice for fee payment will be issued upon receipt of your registration form. Payments must be made via bank transfers or direct deposits before your registration can be confirmed. *Note that deferrals and fee refunds are not available for work permit related reasons or due to absence from class.*

Name of Participant			ID #:
Job Title		Sponsor:	
Organization			
Address	P.O. Box		
Tel.	W. H. M.		
E-Mail	Business:		
	Personal:		

2. Nationality:

3. Date of Birth: ____ (m) ____ (d) ____ (y)

4. Program: ☐ ACCA FIA Diploma Level 2 ☐ ACCA FIA Diploma Level 3

5. Program Costs (Training costs are given below. Please be reminded that these fees do not include payments to ACCA or your exam Centre.)

Program Training Fees – Level 2	CI\$1,500	Program Training Fees – Level 3	CI\$1,850
e-Books only (Total for 2 courses)	CI\$ 200	e-Books only (Total for 2 courses)	CI\$ 200
Total IMPT Fees for Level 2 Diploma	<u>CI\$1,700</u>	Total IMPT Fees for Level 3 Diploma	<u>CI\$2,050</u>

Student Declaration

As a student of IMPT I understand that in addition to the fees paid for training sessions, I will also need to register with the ACCA and will need to pay all fees in order to be eligible to sit the external professional examinations for the FIA Diploma. I further understand that it is my responsibility (or my sponsor's responsibility) to pay all fees when they fall due, including fees for training, examinations and subscriptions. *I understand that all classes for ACCA FIA will be delivered as Online LIVE learning at this time.* Students acknowledge that they have the sole responsibility to book their exam session with the local ACCA Testing Centre. IMPT is unable to assist with the exam booking process.

Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with Innovative Management & Professional Training, in particular clauses concerning refunds, deferments, waivers, and course transfers.

☐ I acknowledge that I will need to commit to investing weekly study time for each course. A minimum of 3 hours per course is recommended. This time will be used to review recorded lessons, complete assignments, and practice questions for topic competence. *(Please tick box and sign below)*

Participant's Signature

Date

Note that ACCA requires that you keep your student account active in order to register for examinations and access resources on the student portal. Persons who do not keep their subscriptions will need to pay a re-registration fee and update their subscriptions before they are allowed to enter for examinations.

New Participants Only

Please complete the following sections in as much detail as possible.

Educational Background				
From	To	Institution	Qualification Gained	

Work Experience				
From	To	Organization	Job Title	Nature of Work

For Office Use Only				
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FEE PAYMENT AND REFUNDS

All fees for training sessions and textbooks/resources are payable to IMPT. Note that all fees are due before the start of training. Where students are self-sponsored, the payment of course fees may be arranged as a payment plan, if needed. *All fees for Computer-based exams must be paid before a date can be confirmed.*

Any student using the payment plan need to ensure that full payment is made as scheduled.

Payments should be made via account transfers. Once a registration form is processed, you will be issued payment directions. The student needs to ensure that payment confirmation is then sent to Innovative Management & Professional Training so that we can update your account. All bank transfers should include a memo giving the name of the student making payment.

Withdrawals & Refunds

If a training session is cancelled by IMPT, then the entire training fee will be refunded. In all other instances, refunds will be granted as follows:

Withdrawal before start of training	100%
Withdrawal after 1 st week of training	50%
Withdrawal after 2 nd week of training	Nil

NOTE: *To request a refund, kindly send us an email with the subject: **Refund Request** attach your original payment confirmation email for faster processing.*

Deferring a Course

Requests to defer enrolment in a Training Session are reviewed by IMPT on a case by case basis. Only in cases of *documented*, extraordinary personal circumstances is it even considered. **Deferrals are never granted for work permit-related reasons or for mere absence from classes.** If granted, deferrals are limited to one training period only, after which time all fees are forfeited should the student not take up the course at the next offering. **An official request to defer a course is to be sent by email.** It is important to note that **deferrals are not available after 50% of the course has been delivered.**

Student Acceptance

I have read and accepted the terms of registration for the classes selected and I am willing to be bound by the policy for Fee Payments, Withdrawals & Refunds, and Class Deferrals.

Participant's Signature

Date