

Enrolment Form and Examinations Agreement

PLEASE FILL IN THIS FORM THEN EMAIL IT BACK TO: info@passaccounting.co.uk

Personal details		Photographic Identification must be shown to verify your details. Please bring your Passport or Driving Licence to each exam sitting.																																					
Title:		<table border="1"> <thead> <tr> <th colspan="4">EXAM FEES PAYABLE (valid from September 2019)</th> </tr> <tr> <th></th> <th><u>AAT</u></th> <th><u>PASS</u></th> <th><u>TOTAL</u></th> </tr> </thead> <tbody> <tr> <td>LEVEL 1</td> <td>£32</td> <td>£30</td> <td>£62</td> </tr> <tr> <td colspan="4"><u>Individual subjects</u></td> </tr> <tr> <td>LEVELS 2, 3 & 4</td> <td>£46</td> <td>£30</td> <td>£76</td> </tr> <tr> <td colspan="4"><u>Synoptic exams</u></td> </tr> <tr> <td>LEVEL 2</td> <td>£49</td> <td>£30</td> <td>£79</td> </tr> <tr> <td>LEVEL 3</td> <td>£52</td> <td>£30</td> <td>£82</td> </tr> <tr> <td>LEVEL 4</td> <td>£53</td> <td>£30</td> <td>£83</td> </tr> </tbody> </table>		EXAM FEES PAYABLE (valid from September 2019)					<u>AAT</u>	<u>PASS</u>	<u>TOTAL</u>	LEVEL 1	£32	£30	£62	<u>Individual subjects</u>				LEVELS 2, 3 & 4	£46	£30	£76	<u>Synoptic exams</u>				LEVEL 2	£49	£30	£79	LEVEL 3	£52	£30	£82	LEVEL 4	£53	£30	£83
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Postcode:		Home tel:																																					
Nationality:		Mobile tel:																																					
AAT number:		Email:																																					
Details of any disabilities, health problems and/or learning difficulty Please let us know if you have a disability or medical condition that may affect you sitting your exam.																																							
Exam details: Please enter the name of the exam(s) you wish to take. The total fee is the AAT exam fee + £30 administration/invigilation fee.																																							
Exam name		Date and time of exam	Total fees																																				
My employer is paying for the exam fees and I enclose a letter of authority:			Y / N																																				
Name of Employer:																																							
Address:																																							
Payment method: BACS (please note we cannot accept card/cheque/cash payments)																																							
Contact in case of emergency																																							
Name:																																							
Relationship:		Contact Tel:																																					
Exams Agreement: This enrolment form constitutes an agreement between you and PASS Accounting. By signing this agreement you agree that you will:																																							
<ul style="list-style-type: none"> • Pay all exam fees <u>prior</u> to sitting your exam. • Attend all exams punctually and explain absence or lateness. • Conduct yourself in a way which respects the rights of others and complies with PASS Accounting policies and procedures. • Take responsibility for attending the correct exams. • Bring photographic ID to each exam and show it to the invigilator for verification. • Inform PASS Accounting in writing, within five working days, if your contact details change (e.g. new phone number, address) 																																							
A cancellation fee of £30 may be charged when exams are cancelled with less than 48 hours notice.																																							
Student signature:																																							
PASS Accounting signature:		Date:																																					