



RE-REGISTRATION OF A STUDENT

Complete and submit this form if a student has previously been registered in a training agreement with ICAEW.

Please note that a copy of the student's signed completed *Evidence of work based learning form/Technical work experience form* from their previous training organisation must be provided.

Please return this form to:

Student Registration

Learning & Professional Development

ICAEW Metropolitan House 321 Avebury Boulevard Milton Keynes MK9 2FZ United Kingdom

T +44 (0)1908 248 250 E studentsupport@icaew.com

THE STUDENT

Forename/given name

Surname/family name

Mr, Mrs, Miss, Ms or other title

Student registration number

Private address

Postcode/Zipcode

Country

Tel no

Email

ADDITIONAL QUALIFICATIONS

Please list any additional educational or professional qualifications you have obtained since you were originally registered with ICAEW.

PREVIOUS EMPLOYMENT

If your break(s) in service since first beginning approved training are two years or more, please attach on a separate sheet details of your work experience since your last training agreement was cancelled or terminated. Please include the following information:

- dates of employment;
- name and address of employer; and
- your job title and responsibilities.

MANDATORY DECLARATIONS

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants.

At the point of initial registration with ICAEW students are required to declare any act or default likely to bring discredit on themselves, ICAEW or the profession of accountancy, however long ago the offence or circumstances occurred. Offences or circumstances occurring following initial student registration should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose this information your registration may be revoked or later membership prevented or withdrawn.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

If any of the above statements apply to you, or you think that there are similar matters which you should declare, please attach details with your registration.

Do any of these circumstances (or similar) apply to you?

Yes

No

STUDENT'S CERTIFICATE

I confirm that the details given overleaf and below are correct and that I have been provided with an employment contract and an ICAEW training agreement. If applicable, I also enclose details of my work experience as referred to overleaf in the previous employment section.

I attach a copy of my signed *Evidence of work based learning form/Technical work experience form* from my previous training organisation.

Signature of student

Date

NEW TRAINING ORGANISATION

Name of new training organisation

Office number

Office address (where student is based)

Postcode/Zipcode

Country

In case of queries, please contact (name)

Tel no

Email

REGISTRATION OF STUDENT

I apply to register the chartered accountant student named overleaf and confirm that the student has been provided with an employment contract and an ICAEW training agreement.

The student completed a total of months under a previous training agreement.

Please note Learning & Professional Development Regulation 50 states:

No period between the commencement and suspension or cancellation of a training agreement in which the provisional member received less than thirteen weeks technical work experience (65 days) shall count as approved training.

The further training agreement began on / / and is expected to run for months until the student has

DD MM YY

completed a total of months approved training. (Please return this form within one month of the start date).

Please note that if your student's break(s) in service since first beginning approved training exceeds two years, ICAEW may require the student to complete an additional period of approved training. We will notify you if this is the case, at the time of registration.

Signed for on behalf of the authorised training employer (ATE).

Signature

Date

/ /

DD MM YY


Print name

Member number

QPRT or authorised signatory yes no

Job title

Contact number in case of queries

 **Using your personal information.** We will treat any personal information collected on this form in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our student and district societies and with organisations that help us administer our training and exams. We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)