



# APPLICATION TO REGISTER AS AN INDEPENDENT STUDENT

This form is for those applying to register with ICAEW as an independent student. Registration allows you to sit ACA assessments except for the Case Study. Please do not use this form if you have:

- previously been registered under an ICAEW training agreement;
- previously registered as a prospective or independent student.

There is a registration fee (+VAT) that also covers your annual student fee up to 31 December of the year of registration.

You must include proof of your relevant qualifications with your application.

## YOUR DETAILS

Gender  Male  Female

Preferred title  Mr  Mrs  Miss  Dr  Prof  other

Date of birth          
DD MM YYYY

ICAEW number (if applicable)

### Important

Please note that the names given below must match those on your proof of qualification documents.

Name (title/forename/surname)

Residential address

Postcode/zipcode

Country

Telephone

Fax

Email

## 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are found to have failed to disclose this information your registration may be revoked or later membership prevented or withdrawn.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 the above circumstances (or similar) apply to you?  Yes  No

**SECONDARY EDUCATION**

Level (eg, GCSE, A-level)	Title	Grade	Year of award	Country

**DEGREE**

Designation (eg, BSc)	Title	Class/grade (eg, 1, 2)	Year of award	University/ HE institution	Type (full time, sandwich, part time)	Country

**OTHER ACADEMIC QUALIFICATION**

Title	College/institution	Designation (eg, HND)	Class/grade	Year of award	Country

**PROFESSIONAL QUALIFICATION**

Professional body	Status (eg, member, student)	Examination stage(s) passed	Country

**DISABILITY INFORMATION**

Do you have a short-term or long-term impairment, medical condition, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect any examinations and for which you require support from ICAEW?
- affect any service or facility offered by ICAEW for which you may require support?

Do you wish to notify ICAEW of any condition that may fall under the above?  Yes  
(please enclose details with your registration).

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third organisation without your consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on +44(0)1908 248 250.

If your condition means you will need alternative exam arrangements, we will ask you to complete a more detailed form and provide supporting evidence.

**ETHNIC ORIGIN**

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following boxes:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> White British – English         | <input type="checkbox"/> Mixed White and Black African | <input type="checkbox"/> Black Caribbean    |
| <input type="checkbox"/> White British – Scottish        | <input type="checkbox"/> Mixed White and Asian         | <input type="checkbox"/> Black African      |
| <input type="checkbox"/> White British – Welsh           | <input type="checkbox"/> Mixed other                   | <input type="checkbox"/> Black other        |
| <input type="checkbox"/> White British – other           | <input type="checkbox"/> Asian India                   | <input type="checkbox"/> Chinese            |
| <input type="checkbox"/> White Irish                     | <input type="checkbox"/> Asian Pakistani               | <input type="checkbox"/> Malay              |
| <input type="checkbox"/> White other                     | <input type="checkbox"/> Asian Bangladeshi             | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Mixed White and Black Caribbean | <input type="checkbox"/> Asian other                   | <input type="checkbox"/> Do not wish to say |

**STUDENT'S CERTIFICATE**

I confirm that:

- the details above are correct and I enclose documentary evidence of my qualification; and
- I have not previously completed any period of service under an ICAEW training agreement and I have not previously registered as a prospective or independent student.

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DD	MM	YY	

## ENTRY QUALIFICATIONS

You can register as a student with ICAEW if you meet our minimum entry requirements. Recognised entry qualifications are set out below. These are expressed in terms of UK qualifications. If you hold an overseas award this will be accepted provided it is recognised as being at an equivalent level.

- Two GCE A-level or Vocational A-level passes and three GCSE passes.
- NVQ level 3 award.
- NVQ level 4 award.
- A degree awarded by a recognised UK or Irish university or college.
- A recognised university access course.

This list is not exhaustive. If your qualification is not included above, please visit our website [icaew.com](http://icaew.com) or email us at [applications@icaew.com](mailto:applications@icaew.com)

## PAYMENT

A registration fee is required. This also covers your annual student fee to 31 December.

Please tick one box.

EU resident (VAT applicable)

£198.00 Registration 1 Jan–30 Jun

£99.00 Registration 1 Jul–31 Dec

Non-EU resident (VAT not applicable)

£165.00 Registration 1 Jan–30 Jun

£82.50 Registration 1 Jul–31 Dec

## PAYMENT METHODS

### EU RESIDENT

1 Jan–30 Jun

£198.00 Registration (includes VAT at 20%, 2011 rate)

1 Jul–31 Dec

£99.00 Registration (includes VAT at 20%, 2011 rate)

### NON-EU RESIDENT (VAT not applicable)

1 Jan–30 Jun

£165.00 Registration (excludes VAT)

1 Jul–31 Dec

£82.50 Registration (excludes VAT)

Please charge my credit/debit card with the amount £

Card no:

Visa, MasterCard, Amex and Maestro accepted

Valid from   
(Maestro and Amex only)

Expiry date   
(all cards)

Issue no   
(Maestro only)

Signature

Date

DD MM YY

I enclose a cheque for £   
made payable to CHARTAC

Send completed forms and cheques to

**ICAEW Finance**

**PO Box 6173 MILTON KEYNES MK10 1TW UK**

Send completed forms and credit card details to the above address or to our secure fax +44 (0)1908 248 064.

**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](http://icaew.com/dataprotection).