



# ACA EXAMINATION ENTRY FORM 2012

Please complete all sections of this form in block capitals and black ink. Please return all sections of this form including card details to the below address or to our secure fax **+44 (0)1908 248 064**.

ICAEW Finance PO Box 6173 MILTON KEYNES MK10 1TW UK

For enquiries please call +44 (0)1908 248 250.

## YOUR DETAILS

Name  
(title/forename/surname)

Student registration number

This form is used to enter for ICAEW paper based assessments. You can also enter online at [icaew.com/acastudents](http://icaew.com/acastudents)

## CONTACT DETAILS

Please indicate where you would like us to send your results letter.

- Main address (you can check and change your contact details online at [icaew.com/acastudents](http://icaew.com/acastudents))  
 Temporary address (please complete below)

Address

Postcode/zipcode

Country

Telephone

Email

## PROFESSIONAL STAGE

Please select which examination session

- 19–21 March\*       11–13 June       10–12 September       10–12 December

\* There will be limited number of venues available

Please select the papers you wish to sit

- Business Strategy       Financial Reporting       Financial Accounting       Audit and Assurance  
 Taxation       Financial Management       AAT Top-Up Financial Accounting (March, June and December only)

## ADVANCED STAGE

Please select which examination session

- 23–25 July       05–07 November

Please select the papers you wish to sit

- Technical Integration –Business Reporting       Technical Integration –Business Change       Case Study

**PLEASE SEE EXAMINATION COSTS STRUCTURE ON PAGE 5**

It is your responsibility to ensure you have entered for the correct examination(s).

You can view your application status at [icaew.com/examapplication](http://icaew.com/examapplication)

## EXAMINATION CENTRE SELECTION

Please enter a **1** for your first choice and a **2** for your second choice. † Centres available for the March session.

### UK CENTRES

London area	Midlands and East Anglia	Wales and South-west	North of England	Channel Islands and Isle of Man
<input type="checkbox"/> Brentwood	<input type="checkbox"/> Birmingham †	<input type="checkbox"/> Bristol †	<input type="checkbox"/> Hull	<input type="checkbox"/> Guernsey
<input type="checkbox"/> Croydon	<input type="checkbox"/> Cambridge	<input type="checkbox"/> Cardiff	<input type="checkbox"/> Leeds †	<input type="checkbox"/> Isle of Man
<input type="checkbox"/> Guildford †	<input type="checkbox"/> Milton Keynes	<input type="checkbox"/> Conwy	<input type="checkbox"/> Liverpool	<input type="checkbox"/> Jersey
<input type="checkbox"/> Harrow	<input type="checkbox"/> Norwich	<input type="checkbox"/> Plymouth	<input type="checkbox"/> Manchester †	
<input type="checkbox"/> London †	<input type="checkbox"/> Nottingham	<input type="checkbox"/> Southampton	<input type="checkbox"/> Newcastle	
<input type="checkbox"/> Reading	<input type="checkbox"/> Oxford		<input type="checkbox"/> Sheffield †	
	<input type="checkbox"/> Special Access (MK)			

Please enter a **1** for your first choice and a **2** for your second choice. \* Centres available only in July and November.

### INTERNATIONAL CENTRES

Europe	Middle East	Central Asia	Far East
<input type="checkbox"/> Athens	<input type="checkbox"/> Abu Dhabi	<input type="checkbox"/> Chennai *	<input type="checkbox"/> Beijing
<input type="checkbox"/> Bucharest	<input type="checkbox"/> Doha	<input type="checkbox"/> Dhaka *	<input type="checkbox"/> Guangzhou
<input type="checkbox"/> Gibraltar	<input type="checkbox"/> Dubai	<input type="checkbox"/> Islamabad *	<input type="checkbox"/> Kuala Lumpur
<input type="checkbox"/> Limassol	<input type="checkbox"/> Manama	<input type="checkbox"/> Karachi *	<input type="checkbox"/> Shanghai
<input type="checkbox"/> Moscow	<input type="checkbox"/> Muscat	<input type="checkbox"/> Kolkata *	<input type="checkbox"/> Singapore
<input type="checkbox"/> Nicosia	<input type="checkbox"/> Riyadh	<input type="checkbox"/> Lahore *	
<input type="checkbox"/> Novosibirsk		<input type="checkbox"/> Mumbai *	
<input type="checkbox"/> Sofia		<input type="checkbox"/> New Delhi *	
		<input type="checkbox"/> Reduit	

## COURSE OF STUDY

I confirm that in preparation for this examination I have completed an appropriate course of theoretical instruction. Please tick applicable.

Linked tuition day release       Private/home study       Distance learning

Tuition provider(s)

Location

## 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.

## TERMS AND CONDITIONS

Application forms must be received by ICAEW before close of business on the entry deadline. ICAEW cannot make allowances for any special circumstance, errors or omissions by applicants or persons acting on their behalf.

Disclaimer: ICAEW will make its best endeavours to meet its published timetables for the holding of examinations and the publication of results but will not be liable for any loss arising from students' reliance on these dates if they are not met.

Declaration: I hereby declare that the information on this application is correct and I understand that if the answers are untrue my application may be rejected or my results withheld. I am aware of the eligibility regulations and will be eligible to sit the examination for which I have applied and I agree to comply with the examinations, terms and conditions.

Applicant's signature

Date      
DD MM YY

# EXAMINATION NOTES, DATES AND DEADLINES

Each student must complete an entry form and return this to: ICAEW Finance PO Box 6173 MILTON KEYNES MK10 1TW UK

## PROFESSIONAL STAGE EXAMINATIONS

Deadline for entry	Cancellation deadline	Admission details available	Examination date	Results issued
16 February 2012	27 February 2012	03 March 2012	19, 20, 21 March 2012*	27 April 2012
10 May 2012	21 May 2012	26 May 2012	11, 12, 13 June 2012	20 July 2012
09 August 2012	20 August 2012	25 August 2012	10, 11, 12 September 2012	19 October 2012
08 November 2012	19 November 2012	24 November 2012	10, 11, 12 December 2012	25 January 2013

\* There will be limited number of venues available.

Day	Time	Examination
Monday	10:00–12:30	Business Strategy
	14:00–16:30	Financial Reporting
Tuesday	09:30–10:30	Financial Accounting Top-Up†
	09:30–12:00	Financial Accounting
	13:30–16:00	Audit & Assurance
Wednesday	09:30–12:00	Taxation
	13:30–16:00	Financial Management

Timetables for exams held outside the UK may vary, please check your admission details for confirmation.

† Financial Accounting Top-Up is not available in the September sitting.

## ADVANCED STAGE EXAMINATIONS

Deadline for entry	Cancellation deadline	Admission details available	Examination date	Results issued
21 June 2012	02 July 2012	07 July 2012	23, 24, 25 July 2012	31 August 2012
04 October 2012	15 October 2012	20 October 2012	05, 06, 07 November 2012	14 December 2012

Day	Time	Examination
Monday	12:00–15:30	Technical Integration – Business Reporting
Tuesday	09:30–13:00	Technical Integration – Business Change
Wednesday	09:30–13:30	Case Study

Timetables for exams held outside the UK may vary, please check your admission details for confirmation.

## NOTES

Your examination entry will be acknowledged by email. You can also check your application status in the exam application section of the student website [icaew.com/examapplication](http://icaew.com/examapplication)

You can pay

- by cheque, made payable to CHARTAC
- by credit/debit card, see payment information at the end of this form.

Alternatively you can enter online at [icaew.com/examapplication](http://icaew.com/examapplication)

## EXAMINATION CANCELLATION

If you cancel your examination entry before the cancellation deadline (see above) your account will be credited to re-use at a later session. You can cancel a paper or change your entry online up until the entry deadline. You will still need to apply for each exam when your account has been credited.

If you cancel an entry after the deadline no credit or refund is normally available. If you are unable to attend an examination due to illness or some other reason beyond your control, you may request a credit to be put on your account or a refund. This request must be made in writing to [studentsupport@icaew.com](mailto:studentsupport@icaew.com) and be received within 28 days from the date of exam. Appropriate evidence to justify the cancellation must also be provided.

Monies will be put on students' accounts as credits unless a refund is specifically requested.

## PAPER SELECTION

You can change/amend your paper choice up to the entry deadline on our website [icaew.com/acastudents](http://icaew.com/acastudents). Please ensure you make the correct selection and check your acknowledgement email. Incorrect selection of papers requiring a change after the entry deadline may be subject to an administrative charge of £50.

## EXAMINATION CENTRE CHOICE

Please select a first and second choice centre if applying in the UK. If you do not make a second choice one will be allocated for you. ICAEW endeavours to place students in their first choice centre but cannot guarantee this. Candidates will be allocated a venue and will sit all examinations at the same venue. A candidate may not change venue once allocated.

Please ensure you make the correct selection and check your acknowledgement email. If you make an incorrect choice and need a change after the entry deadline you may be charged an administrative fee of £50.

## AAT TOP-UP FINANCIAL ACCOUNTING

**The Top-Up unit is only available in March, June and December.**

You are only eligible to sit the Top-Up unit if you have completed the AAT Technician stage/Diploma in Accounting/Level 4 and have completed Drafting Financial Statements Accounting Practice, Industry and Commerce module. You must ensure you have sent proof of completing the above to ICAEW (eg, copy of statement of achievement) before applying for the examination. Please see our website for details.

## ENTRY DEADLINES

The deadlines by which examination entry forms must be received are listed on page 3.

Entries not received by close of business on that day are classified as late entries.

ICAEW will accept late entries beyond the deadline for one week. Late entries will be charged at double the normal entry fee. Entries received after this point will be considered on an individual basis and, if accepted, will be charged at triple the normal entry fee. Students who find themselves in this position should contact ICAEW.

## ELIGIBILITY

Eligibility regulations for each examination are available on our website at [icaew.com/acastudents](http://icaew.com/acastudents). You are advised to check these regulations to verify your eligibility for the examination session you are entering.

## INFORMATION FROM ICAEW

Admission details can be obtained by logging onto the website [icaew.com/examapplication](http://icaew.com/examapplication)

Please see details and deadlines for availability.

## IDENTIFICATION AT EXAMINATION CENTRES

Each student will be required to show two forms of identification in the examination centre, one of which must contain an identifying photograph. The following are acceptable as picture identification:

- a current passport;
- company identification card containing photograph and signature and/or;
- driving licence containing photograph and signature.

For signature identification we will accept any of the above or another formal document or card such as a debit/credit card. If you do not currently hold adequate means of identification you must obtain it before the examination or assessment.

## ALTERNATIVE ARRANGEMENTS

Students with a permanent or temporary disability are able to apply for alternative arrangements for the examinations. Students seeking alternative arrangements are required to apply in writing with the appropriate supporting evidence before the entry deadline. Applications requesting alternative arrangements after the entry deadline will not be accepted. Please contact ICAEW for advice regarding this process, or visit our website at [icaew.com/acastudents](http://icaew.com/acastudents)

## EXAMINATION TIMETABLE

Examination timetables are available on our website [icaew.com/acastudents](http://icaew.com/acastudents). Timetables may vary. ICAEW will make its best endeavours to meet its published timetables for the holding of examinations and the publication of results, but will not be liable for any loss arising from students' reliance on these dates.

## EXAMINATION REGULATIONS

Full examination regulations are available from our website [icaew.com/acastudents](http://icaew.com/acastudents)

## EXAMINATION RESULTS' PUBLICATION

If you have completed your approved training, or will have completed it by the time the results are published, we may still release your results to the firm you were training with. If you do not wish us to do this please email [studentsupport@icaew.com](mailto:studentsupport@icaew.com) to request removal from this list. You must include your student registration number to the firm you completed your approved training with.

## STUDENT SUPPORT TEAM

If you have any queries please contact the Student Support Team and quote your student registration number.

T +44 (0)1908 248 250 E [studentsupport@icaew.com](mailto:studentsupport@icaew.com) [icaew.com/acastudents](http://icaew.com/acastudents)

