

# Amendment to a training agreement



Please scan and email your completed form to [applications@icaew.com](mailto:applications@icaew.com)

T +44 (0)1908 248 250

If you wish to cancel a training agreement, please note that this must be completed online by the authorised individual(s) at your training office. If they are unable to do so, please email [studentsupport@icaew.com](mailto:studentsupport@icaew.com)

## STUDENT DETAILS

Name	TITLE	FORENAME	SURNAME
Student number			
Private address			
Postcode/zipcode		Country	
Telephone (daytime)			
Email			

## TRAINING ORGANISATION DETAILS

Name	Training Office Number L00/X00
Office address (where student is based)	
Postcode/zipcode	Country
Telephone (daytime)	
Email	
In case of queries please contact	
The notifications below may be signed for on behalf of the authorised training employer (ATE) by an appropriate member of staff. The exception to this is for a cancellation where the ATE does not feel the student is fit and proper to continue training. This must be signed by the qualified person responsible for training (QPRT) or ICAEW authorised deputy.	
Signature	Date DD MM YYYY
Print name	Member number
QPRT/deputy <input type="radio"/> YES <input type="radio"/> NO	
Job title	In case of queries, contact number



## C. SUSPENSION APPLICATION

I apply to suspend the training agreement for the following reason.

If approved, the suspension should be registered from

DD MM YYYY

When the student returns to work, please inform the Applications Department by submitting a further Amendment form. For further information on suspensions please see the regulations or contact [applications@icaew.com](mailto:applications@icaew.com)

### USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation.

We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, CABA eligibility, communication, examinations, networking, products, quality, regulation, research, services, training and to administer your membership account. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity.

In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

\* Version 2018/03