

# ACCA

Association of Chartered  
Certified Accountants



## **match** training to Your personal **needs** june 2010

**ACCA courses  
with BPP Professional  
Education  
in Warsaw and Cracow**



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**www.bpp.pl**

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### What is the ACCA?

ACCA (The Association of Chartered Certified Accountants) was set up in London in 1904 to promote excellence in accountancy and finance. ACCA is recognised and respected across the world, and currently has 493,000 members and students in 170 countries. ACCA is also very popular in Poland: there are already 1000 members and 2500 students.

The ACCA qualification programme combines a series of practical, rigorous examinations with a period of supervised professional work experience. The examinations are tough; they need to be if the qualification is to command respect. Students must also be motivated to make the significant investment of time that is required in order to achieve success.

### ACCA in Poland

There are currently around 850 members and 2.300 ACCA students in Poland. Although these numbers are constantly growing, the labour market needs are still high. ACCA students and members are in demand of employers and recruitment companies.

ACCA is not only a chance for better job. The ACCA office in Poland represents and promotes ACCA in our country, organizes technical and CPD events as well as provides social and networking opportunities for ACCA members and students.

### Benefits of ACCA qualifications

#### Fully practical knowledge

To obtain an ACCA diploma a candidate must pass 14 complicated examinations in accounting, finance and business management. Since the examinations are developed by persons dealing in practice with finance they differ significantly from typical academic exams. The scope of knowledge required at each ACCA examination is incomparably greater than that of any university exam, and additionally, full understanding of practical applications of that knowledge is required. ACCA students must know how to apply their knowledge in specific situations (scenarios), which prepares them excellently for using it later in actual work.

#### Enhancement and expansion of professional qualifications

People at work quite often deal with a narrow field of finance. Preparation for ACCA examinations will allow them to expand their financial expertise to include other areas, thus offering an opportunity of promotion or a transfer to another job with a broader scope of responsibilities.

ACCA supplements knowledge wherever current position does not offer such possibilities.

#### International recognition

Since the knowledge required at ACCA examinations is exactly the same at any place worldwide, whenever you meet an ACCA member you may accurately predict his/her knowledge level regardless of where he/she is from. As a result, ACCA members have an opportunity to pursue their career not only locally but also in other markets.

For example, if you are an ACCA student or graduate applying for a job in the UK or Ireland you will be treated equally with local candidates. ACCA examinations will confirm both your English proficiency and your good standard of professional knowledge.

#### Being part of a select group of professionals

Accounting and finance specialists are becoming increasingly needed worldwide. The experts who additionally have an external quality confirmation of their qualifications need not worry about finding a job nowadays. Worldwide, there are currently about 122,000 ACCA members (including about 850 in Poland). They are a small, identifiable group of professionals much desired by businesses.

### ACCA Examinations

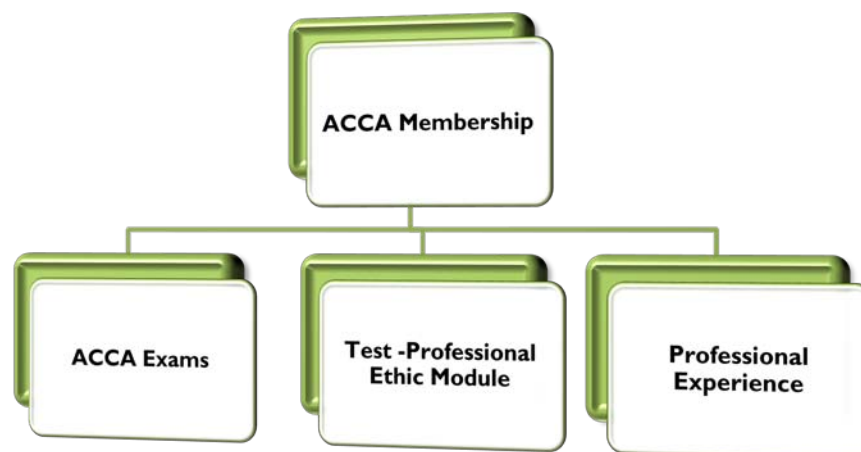
To obtain a full ACCA qualification (membership status) 14 examinations must be passed and relevant practical experience (at least three years) must be demonstrated, as well as the Professional Ethics Module online test must be completed.

ACCA exams are held twice per year (June and December) and can be sat all around the world. Some of the exams (at the lowest level) can be also organised as computer based exams (CBE). CBE exams can be sat only at special authorized centres (ex. at BPP Poland Warsaw and Cracow training centres) during the whole year.

Examinations cover issues in the area of financial accounting (three papers), audits (two papers), management accounting (three papers), taxation, law, and human resources and business management. Examinations are written and include descriptive and calculation components. Examinations are held worldwide, which additionally enhances certainty that all students receive the same knowledge regardless of the part of the world they are from.

#### Additional information:

- Examinations at the Fundamentals – Knowledge Papers (F1, F2, F3) level take two hours; all the remaining exams take three hours.
- Exemptions are available from a maximum of nine papers (at the Fundamentals level). ACCA does not grant exemptions at the Professional level.
- During a single session a student may take up to four examinations. Examinations should be taken in the order of modules although papers may be chosen freely within a single module. Due to interconnections among papers ACCA recommends that students choose the order of examinations according to the module chronology.
- Each student chooses freely the number of examinations taken during each session. It takes at least two years to obtain an ACCA diploma.
- Financial accounting and audit papers are based on International Financial Reporting Standards.
- F6 (Taxation) paper may be taken in the Polish version (examinations in English).
- P6 (Advanced Taxation) paper is not available in the Polish version and since it is optional students need not take that exam.
- By studying the ACCA program you may additionally obtain a bachelor's degree from the Oxford Brooks University.





### The ACCA qualification - programme

**The Knowledge module (F1-F3)** introduces students to the core areas of financial and management accounting. This provides the platform from which the other technical accountancy areas will be studied in greater detail in the Skills module.

#### F1 Accountant in Business

*To develop knowledge and understanding of the business environment and the influence this has on how organisations and accountants operate, and of the role of the accountant and other key business functions in contributing to an efficient, effective and ethical organisation, and to build knowledge and understanding of the basic principles of effective management.*

#### F2 Management Accounting

*To develop knowledge and understanding of how to prepare and process basic cost and quantitative information to support management in planning and decision-making in a variety of business contexts.*

#### F3 Financial Accounting

*To develop knowledge and understanding of the underlying principles, concepts and regulations relating to financial accounting and technical proficiency in the use of double-entry accounting techniques, including the preparation of basic financial statements.*

**The Skills module** (F4-F9) contains six subjects which comprehensively cover the main technical areas that any accountant - regardless of their future career aspirations - are expected to have mastered. These comprise law, performance management, taxation, financial reporting, auditing, and financial management.

#### F4 Corporate and Business Law

*To develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business, recognising the need to seek further specialist legal advice where necessary.*

#### F5 Performance Management

*To develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control.*

#### F6 Taxation (polish variant)

*To develop knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies.*

#### F7 Financial Reporting

*To develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups, and how to analyse and interpret those financial statements.*

#### F8 Audit and Assurance

*To develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.*

#### F9 Financial Management

*To develop knowledge and skills expected of a financial manager - relating to issues affecting investment, financing, and dividend policy decisions.*

**Essentials module** have been set at an intellectual level equivalent to that expected of a student taking a Masters degree. The focus of the syllabus at this level is to build upon the technical skills already acquired, and explore more advanced professional skills, techniques, and values that are required and used by the expert accountant acting in an advisory or consultancy role at a senior level. All students must complete the three papers in the Essentials module.

#### P1 Professional Accountant

*To apply relevant knowledge, skills, and exercise professional judgement in carrying out the role of the accountant relating to governance, internal control, compliance, and the management of risk within an organisation - in the context of an overall ethical framework.*

#### P2 Corporate Reporting

*To apply knowledge, skills, and exercise professional judgement in the application and evaluation of financial reporting principles and practices in a range of business contexts and situations.*

#### P3 Business Analysis

*To apply relevant knowledge, skills, and exercise professional judgement in assessing strategic position, determining strategic choice, and implementing strategic action through business process and structural change, coordinating knowledge systems and information technology, and by managing quality processes, projects, and people.*

**The Options module** contains four papers. These are directly underpinned and supported by their equivalent within the Skills module in the Fundamentals level. These exams assess the more advanced and sophisticated techniques that a professional needs in order to specialise in specific areas at work, or to follow as a career pathway in an advisory or consultancy role. Students select two out of four Option papers and are advised to choose the options that relate to their chosen or anticipated field of work.

#### P4 Advanced Financial Management

To apply relevant knowledge, skills, and exercise professional judgement as expected of a senior financial executive or advisor, in taking or recommending decisions relating to the financial management of an organisation.

#### P5 Advanced Performance Management

To apply relevant knowledge, skills, and exercise professional judgement in selecting and applying strategic management accounting techniques in different business contexts and to contribute to the evaluation of the performance of an organisation and its strategic development.

#### P6 Advanced Taxation

To apply relevant knowledge, skills, and exercise professional judgement in providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations.

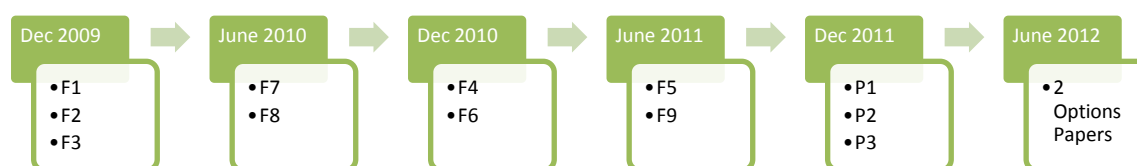
#### P7 Advanced Audit and Assurance

To apply relevant knowledge, skills, and exercise professional judgement in analysing, evaluating, concluding and reporting on the assurance engagement and other audit and assurance issues in the context of best practice and current developments.

### In what order should exams be taken?

A minimum of two years are required to obtain an ACCA diploma and one may be an ACCA student for a maximum of ten years. According to BPP Professional Education, an optimum period allowing one to combine career, family life and studies is between two and a half and three years.

That goal may be achieved if examinations are taken according to the following schedule:



### Will I get the exemptions?

Your previous qualifications may entitle you to exemptions from certain ACCA examinations. This will ensure that your point of entry is the most suitable for your level of knowledge and skills and will prevent you repeating areas with which you are already familiar. More information can be found at: [hyperlink](#)

## Why BPP?

### Over 30 years of experience in ACCA training

BPP Professional Education is the largest European training institution for accounting and finance. 90% of companies listed on the London Stock Exchange, making up the FTSE index, train their employees at BPP Professional Education. Every year we train over 50,000 people in accounting and taxation at 40 training centers worldwide.

BPP Professional Education was set up in 1976. Since that time our mission has been to support people pursuing their careers in enhancing their professional qualifications. For that reason, our training is effective, result-oriented and provided by tutors expert in a given area. Training participants value their time and are aware that with our assistance they will expand their expertise in a manner which is most practical and relevant to their daily work.

### BPP Professional Education in Poland

BPP Professional Education has been present in Poland since 1999. We prepare our clients' employees for ACCA, CIMA, CIM, CIA and CGAP exams and provide our clients with specialized customized training in financial and management accounting (IFRS, US GAAP, accountancy act). Last year, we trained over 1,000 people in Poland for ACCA, CIMA and CIM qualifications.

Our biggest clients in Poland are companies such as PricewaterhouseCoopers, KPMG, Deloitte, Philip Morris International, PTC ERA and Telekomunikacja Polska. Our clients always expect top quality instruction and study materials, and above all require practical training.

BPP has two training centers in Poland: in Warsaw and Cracow. Both facilities are ACCA authorized training centers and ACCA CBE examination centers. BPP in Poland has the highest ACCA status, Approved Learning Partner – Student Tuition – Platinum 2010. The status is awarded for the quality of training offered, and mainly for exam pass rates.

### Exam pass rates

The effectiveness of training is best reflected in exam pass rates. The table below shows exam pass rates achieved by BPP Professional Education in Poland in the December 2008 session.

Paper	World	BPP Warsaw
F5	30 %	75 %
F6	53 %	89 %
F7	42 %	62 %
F8	43 %	53 %
F9	40 %	79 %
P1	53 %	75 %
P2	54 %	68 %
P3	52 %	60 %
P4	36 %	92 %
P5	43 %	55 %
P7	39 %	75 %

### Total services

BPP Professional Education does not only provide courses. Within the course price we offer a range of free of charge services:

- **Hot line** – a possibility to contact a tutor at every stage of your studies.
- **Course Companion** - helps students to work at home to complement their classroom studies. It contains a reminder of the key messages each day of a course and gives a mind map showing a diagrammatical representation of the syllabus.
- **Exam Tips**
- **Mock exam**
- **MyStudy** – an innovative on-line learning tool developed to support BPP classroom students.
- **PassAssurance** - is a programme which guarantees exam passing upon satisfaction of the following conditions: full attendance at all training sessions, possession of the current Practice and Revision Kit, a minimum mock exam score of 50%. If a student fails the actual ACCA exam after meeting the above conditions he/she has the right to a free Revision course in the next semester.

### Why train with BPP Professional Education?

#### ACCA Training suited to Your work mode

At BPP, you have the most comprehensive and flexible ACCA training offer in Poland. For your convenience we provide courses at two permanent facilities (Warsaw and Cracow), offer all day ACCA training and evening courses (Revision) in Warsaw. ACCA students may choose freely to participate in an Introductory or Revision course. Persons unable to take part in any training may purchase a Home Study Pack or come to a mock exam. Choose the option which fits you best.

#### BPP Tutors

Our tutors are not just professionally trained teachers but above all ACCA or CIMA members with vast practical experience, that is people from whom much can be learned.

#### Tutor guarantee

Know that your trainer will be the best, check on [www.bpp.pl](http://www.bpp.pl) who your tutor will be.

#### Tutor accessibility

In addition to knowledge, we offer our clients continuous direct access to trainers, which is extremely important as some questions do not arise until after training is over. You may talk with trainers about your problems or concerns by telephone or email.

#### Top quality study materials and on-line support

BPP Professional Education is an international training institution focused on equipping candidates with the knowledge necessary at ACCA exams. We offer study materials and MyStudy an innovative on-line learning platform, which are fully integrated with the contents of training.. Additionally, our materials and on-line learning tools are developed in such a way as to be most accessible to trainees; we have expert methodology practitioners who develop the materials in London.

**PassAssurance**

We provide to our ACCA training participants the assurance of excellent preparation for exams, therefore, the price of tuition includes a guarantee program, PassAssurance. Every person who takes part in our ACCA training and meets the PassAssurance requirements may be certain to pass the ACCA basic exam. Otherwise, we offer free Revision training in the paper during the next semester.

**High pass rates**

Participants of our ACCA courses have between 50% and 300% greater chances of passing ACCA exams than person who do not take the courses.

**BPP Methodology**

**BPP Professional Education largely owes its success and international development to its carefully developed training methodology.** Now, this invaluable program may contribute to your success.

To prepare for each exam a separate course comprised of four parts is offered:

- **Introductory course**

Introductory training during which we focus on major issues within a given paper. Theoretical elements are supported by practical examples and exercises. The course lasts the average of three days.

- **Home Study**

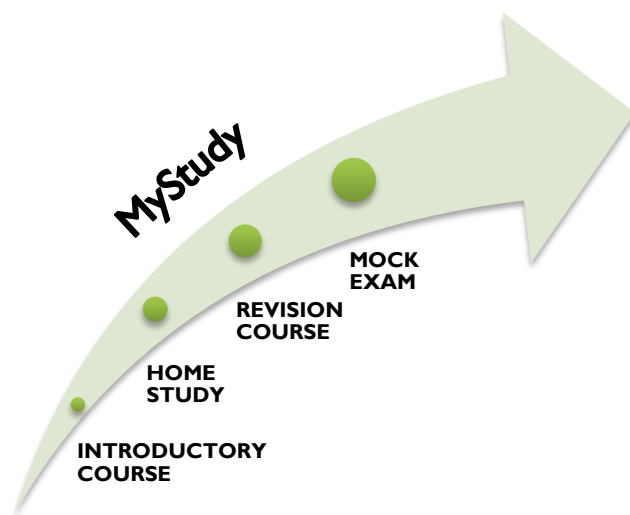
To reinforce the knowledge gained during the introductory course independent home study is recommended, following the instructions provided by the tutor. The home study can be supported by MyStudy. Any problems which may arise during home study may always be discussed with the tutor.

- **Revision course**

This is an interactive course at which participants solve examples of exam questions based on the knowledge gained at the Introductory course. During the Revision course participants also learn examination techniques and receive exam tips.

- **Mock exam**

After the Revision course participants may sit a trial exam. Each exam is checked and graded by tutors, and then returned to the student with comments and guidelines on further study.



### BPP Professional Education study materials

The study materials published by BPP are considered best in trade and are very often used by competition. BPP is the only training organization which offers its own fully integrated educational products preparing for ACCA exams. If you have BPP materials you need not seek additional sources of information.

**Course notes** – offered for each course (available only as part of a course, cannot be purchased separately). The price of course notes is included in the price of a given course.



**Study Text** – the main textbook. It contains all the necessary information required at exams, references from previous exams, practical examples and assignments.

**Practice & Revision Kit** – a set of assignments assisting in preparation for exams. It contains a number of questions, additional guidance on the techniques of solving exam tasks and numerous questions from previous exams.

**Passcards** – a pocket-size booklet. It contains summaries of key topics often in the form of compilations, tables, diagrams. It is ideal at the stage of last exam preparations.

**Study Kit** – study materials for Polish Taxation (ACCA Paper F6) in the form of expanded notes with a set of tasks and suggested answers.

#### Cost of materials:

The prices of textbooks are not included in the price of course and are the following:

Study Text - PLN 220; Practice & Revision Kits - PLN 115; Passcards – PLN 75;

Study Kit + Revision Kit (for F6 Taxation) – PLN 250.

### How to match ACCA training at BPP to your needs

We know how difficult it is to reconcile studies with career and private life. For that reason, BPP offers various options to prepare for ACCA exams:

- **Training in Warsaw and Cracow**  
For students' convenience we offer ACCA training at two permanent study centers in Poland: in Warsaw and Cracow.
- **Full Introductory + Revision course**  
This is the best option which offers the certainty of good preparation for ACCA exams, which we confirm by offering the PassAssurance guarantee program to participants. Moreover, a simultaneous enrollment for the Intro and Revision courses is much more advantageous for participants than choosing particular course elements. It also offers a discount when purchasing a set of textbooks.
- **Participation in a selected course element: Intro or Revision**  
Those who have not time to undergo full ACCA training or find course dates inconvenient may sign up for a selected training portion: Intro or Revision.
- **Question Days**  
You may be aware of how important it is to properly utilize the last days before the exam. If you want to make the best use of those days come to BPP for Question Days. Question Days are a few hours of very intensive classes held on the Saturday and Sunday preceding the exams, at which the tutor, together with participants, solves the most typical exam questions and clarifies any last doubts. They are intended both for those who have taken the courses and for those who have not.

- Sitting a Mock Exam only**  
 Those who have not taken part in any course may sit the Mock Exam and verify their knowledge prior to the actual exam. The cost of the Mock Exam only is PLN 90 gross. The price includes exam sitting, exam grading by BPP tutors and sending the results to the participants, together with comments and model answers.
- Home Study Pack**  
 For those who cannot take part in BPP courses we offer a Home Study Pack. The price of the Home Study Pack is PLN 900 per paper (we do not offer Home Study Pack for Paper F4 and F6).  
 The Home Study Pack cost includes: a full set of textbooks (Study Text, Practice & Revision Kit, Passcards), contacts with the tutor, Course Notes, Revision Notes, Course Exams, Mock Exam, Course Companion.

### Timetable of ACCA courses in Warsaw and Cracow for the June 2010

Paper ACCA	Course Length (number of days: introductory + revision)	Introductory Course	Revision Course
<b>ACCA courses in Warsaw</b>			
F1 Accountant in Business	3	<b>Winter Academy</b> 15-17/01/ 2010	
F2 Management Accounting	3	<b>Winter Academy</b> 5-7/12/2009	
F3 Financial Accounting	3	<b>Winter Academy</b> 28-30/11/2009	
F4 Corporate and Business Law	2 + 2	21-22/03/2010	18-19/04/2010
F5 Performance Management	4 + 3	9-10, 16-17/04/2010	16-18/05/2010
F6 Taxation	3 + 2	11-13/04/2010	22-23/05/2010
F7 Financial Reporting	4 + 3	26-27/03, 24-25/04/2010	6-8/05/2010
F8 Audit and Assurance	2 + 2	28-29/03/2010	14-15/05/2010
F9 Financial Management	4 + 3	14-15, 21-22/03/2010	9-11/05/2010
P1 Professional Accountant	2+3	26-27/03/2010	16-18/05/2010
P2 Corporate Reporting	3 + 4	16-18/04/2010	9-10, 23-24/05/2010
P3 Business Analysis	3 + 2	11-13/04/ 2010	21-22/05/2010
P4 Advanced Financial Management	4 + 3	9-10, 25-26/04/2010	6-8/05/2010
P5 Advanced Performance Management	3 + 2	18-20/04/2010	14-15/05/2010
P7 Advanced Audit and Assurance	2 + 2	23-24/04/2010	28-29/05/2010
<b>ACCA courses in Cracow</b>			
F2 Management Accounting	3	<b>Winter Academy</b> 19-21/02/2010	
F3 Financial Accounting	3	<b>Winter Academy</b> 6-8/02/2010	
F4 Corporate and Business Law	2 + 2	19-20/03/2010	20-21/04/2010
F5 Performance Management	4 + 3	17-18/03, 25-26/04/2010	21-23/05/2010

F6 Taxation	3 + 2	26-28/03/2010	8-9/05/2010
F7 Financial Reporting	4 + 3	14-15/03, 11-12/04/2010	13-15/05/2010
F8 Audit and Assurance	2 + 2	21-22/03/2010	24-25/05/2010
F9 Financial Management	4 + 3	11-12/03, 23-24/04/2010	17-19/05/2010
P1 Professional Accountant	2 + 3	19-20/03/2010	21-23/05/2010
P2 Corporate Reporting	3 + 4	26-28/03/2010	23-24/04, 7-8/05/2010
P3 Business Analysis	3 + 2	15-17/03/2010	17-18/05/2010
P4 Advanced Financial Management	4 + 3	13-14/03, 25-26/04/2010	14-16/05/2010
P5 Advanced Performance Management	3 + 2	6-8/04/2010	24-25/05/2010

### Pricelist of ACCA courses in Warsaw and Cracow– June 2010

Paper ACCA	Discount prices* (PLN)			Standard prices (PLN)		
	Introductory	Revision	Pełne szkolenie	Introductory	Revision	Pełne szkolenie
<b>ACCA Courses</b>						
F1 Accountant in Business	n/d			900		900
F2 Management Accounting	n/d			900		900
F3 Financial Accounting	n/d			900		900
F4 Corporate and Business Law	640	768	1280	704	845	1408
F5 Performance Management	1280	1152	2240	1408	1267	2464
F6 Taxation	890 **	1402 **	1850**	979**	1542**	2035**
F7 Financial Reporting	1280	1152	2240	1408	1267	2464
F8 Audit and Assurance	640	768	1280	704	845	1408
F9 Financial Management	1280	1152	2240	1408	1267	2464
P1 Professional Accountant	980	1764	2450	1078	1940	2695
P2 Corporate Reporting	1470	2352	3430	1617	2587	3773
P3 Business Analysis	1470	1176	2450	1617	1294	2695
P4 Advanced Financial Management	1960	1764	3350	2156	1940	3685
P5 Advanced Performance Management	1470	1176	2450	1617	1294	2695
P7 Advanced Audit and Assurance	980	1176	1960	1078	1294	2156

\* Promotional price for those who book a course by 4 March 2010. After that date, the prices will be 10% higher.

\*\* The price includes study materials on Polish taxation (Study Kit + Revision Kit) of PLN 250 gross.

**The price of participation in full course (Intro+Revision) includes:**

- classroom attendance,
- Course Notes distributed to course participants on the first day of training,
- MyStudy access
- consultations with the tutor between training sessions and after course completion,
- mock exam,
- PassAssurance (subject to meeting the PassAssurance conditions).

**The price of participation in the Introductory course only includes:**

- classroom attendance,
- Course Notes distributed to participants on the first day of training,
- MyStudy access
- consultations with the tutor after course completion.

**The price of participation in the Revision course only includes:**

- classroom attendance,
- Course Notes,
- MyStudy access
- consultations with the tutor after course completion,
- mock exam.

**The prices of BPP courses do not include:**

- textbooks: Study Text – PLN 220, Practice & Revision Kit – PLN 115, Passcards – PLN 75,
- administration services at ACCA – PLN 330/ semester/ person (optional),
- cost of exams and ACCA registration (information about those fees may be found later in this offer).

To book a course please send the completed enclosed registration form by fax at (22) 65 62 701 or complete the relevant on-line form on [www.bpp.pl](http://www.bpp.pl).

### Mock Exam

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After the Revision course, the student may sit a trial exam. Those who complete a full course (Intro+Revision) or the Revision course only have a guaranteed mock exam included in the course price. Others may sit the Mock Exam after paying a fee of PLN 90. The exam is held at the BPP offices on the dates given below. The exam may also be taken at home at another date, however, in that case the PassAssurance program will not apply. The student may only receive the exam script and suggested answers after the exam date at BPP.

Mock exams are offered for all papers at the Skills, Essentials and Options levels.

### Administration services

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You are welcome to use BPP administration services at ACCA. Thanks to the assistance of experienced BPP staff you will be able to focus exclusively on your studies.

Administration services include:

- ACCA registration,
- booking of ACCA exams,
- payment of registration fees, the annual fee, exemption and exam fees.
- contacts with ACCA

The cost of administration services is PLN 330 per semester + all the fees paid to ACCA in a given semester on behalf of the student according to the BPP price list.

### ACCA CBE (Computer Based Exams) w BPP

If you have already registered with ACCA and undergone training in the Knowledge module you need not wait for months to sit an ACCA written exam. Write to BPP Professional Education and sign up for computer-based exams which may be taken at the training centers in Warsaw and Cracow at a time which is convenient for you.

CBEs (Computer Based Exams) are ACCA exams in a computer format, which may be taken throughout a year at authorized training centers. The exams are available in the form of computer tests. ACCA CBEs may only be taken at authorized training facilities.

**BPP Professional Education is an accredited exam center, authorized to offer exams in a computer format (CBE).**

To sign up for an exam please contact the BPP Professional Education Customer Service – [students@bpp.pl](mailto:students@bpp.pl).

### How to start?

To become an ACCA student you need to register with ACCA. If you wish BPP to assist you with your ACCA registration, please contact us.

To sit your first exams in June you must register with the ACCA by 31 December of the preceding year. To sit your first exams in December you must register with the ACCA by 31 July of the same year.

#### 1. How do I register with ACCA?

Complete the registration form (available at BPP office) and enclose the appropriate supporting documentation (Certificate confirming completion, Academic Transcript for all years of study). The completed form and documents (translated into English) must be sent to:

ACCA  
2 Central Quay, 89 Hydepark Street  
Glasgow, G3 8BW  
United Kingdom  
tel: +44 (0)141 582 2000  
e-mail: [info@accaglobal.com](mailto:info@accaglobal.com)

You can also complete the registration form at ACCA website: [www.accaglobal.com](http://www.accaglobal.com)

Please ensure that you submit copies of your completion certificates, academic transcripts (and official English translations) with your letter of enquiry.

#### 2. What do I do next?

Once your application has been processed successfully (it takes up to six weeks), you will receive your Student Information Pack, which contains all you need to know as a student of ACCA, including:

- your registration card and examination syllabus
- variant syllabuses (where applicable)
- ACCA/Oxford Brookes scheme information
- examination arrangements including timetables
- Student Training Record incorporating minimum competence requirements for membership.

You will also receive regular copies of the students magazine Student Accountant containing important information about forthcoming examinations, technical articles on the syllabus, news, reviews and other useful information.

#### 3. Will I get exemptions?

Your previous qualifications may entitle you to exemptions from certain ACCA examinations. This will ensure that your point of entry is the most suitable for your level of knowledge and skills and will prevent you repeating areas with which you are already familiar. More information can be found at: [www.accaglobal.com/join/acca/exemptions](http://www.accaglobal.com/join/acca/exemptions).

#### 4. How do I enter for the exams?

Full details about the exams are in the Student Resource File, which is sent to you after you register. BPP can assist you to choose and enter for the exams. Filling in the BPP course registration form doesn't enrol you for any exams.

#### 5. ACCA Fees

The student who does not use BPP administration services, upon having registered and paid the registration fee, chooses the exams to be taken at the next session and pays the fee for those examinations. Additionally, an ACCA membership fee must be paid. The fees may be paid solely with a credit card.

### ACCA Fees

Below is a list of fees to be paid by each student to ACCA in the course of studies.

	Prices for persons not using BPP administration services	Prices for persons using BPP administration services
Once-off registration fee	GBP 69	PLN 379
Annual membership fee	GBP 69	PLN 379
Fees for exams/exemptions (per each exam /exemption):		
- at the Knowledge level	GBP 55	PLN 302
- at the Skills level	GBP 69	PLN 379
- at the Professional level	GBP 81	PLN 445
Cost of a Computer Based Exam		
- at the Certificate Level, paid directly to BPP.	PLN 250	PLN 250

For each granted exemption a fee must be paid as for the relevant exam. The persons who use BPP administration services pay those fees directly to BPP upon receipt of a provisional invoice. The persons who do not use BPP administration services pay the fees with a credit card directly to ACCA (except for the CBE fee). ACCA does not issue invoices but merely payment confirmation receipts.

Payments made on the ACCA WebPage – [www.accaglobal.com](http://www.accaglobal.com) may only be made with a credit card.

### Who to ask for assistance?

BPP will be pleased to help you with any queries regarding ACCA courses, registration or exam choice. Please contact our Warsaw or Cracow office:

**BPP training centre in Warsaw:** ul. Chmielna 132/134, Aktyn Business Centre, 00-805 Warszawa tel. +48 22 65 62 700, fax +48 22 65 62 701, [students@bpp.pl](mailto:students@bpp.pl), [www.bpp.pl](http://www.bpp.pl)

**BPP training Centre in Cracow:** ul. Dietla 93, 31-031 Cracow, tel. +48 12 42 85 550, fax +12 42 85 551, [krakow@bpp.pl](mailto:krakow@bpp.pl), [www.bpp.pl](http://www.bpp.pl)

#### ACCA Office in Warsaw:

ul. Chmielna 1/3 nr 13, 00-021 Warszawa

tel: 22 692 41 10, fax: 22 692 87 00 e-mail: [info@pl.accaglobal.com](mailto:info@pl.accaglobal.com)

## Discounts

### Early booking = low price

All those who book our courses by 4 March 2010 are eligible for a discount.

### 33% discount on the trainings

If you participate in our trainings and you bring a new person along, you will both get 33% discount on the selected trainings in one particular session. Details and promotion rules you can find on: [www.bpp.pl](http://www.bpp.pl)

### Books discount at course booking

Those who purchase a full set of textbooks (ST, P&R Kit, Passcards) when buying a full course for the paper are eligible for a discount. When buying a set of textbooks the price of Passcards is PLN 15.

### Intro + Revision course = Lower price

If you enroll at both Intro+Revision at a time, you will pay around 10% Lower than booking these courses separately.

## Summary

I am thoroughly convinced that BPP Professional Education can provide you with the highest level of support you need to pass your ACCA exams. If you have any further questions regarding ACCA or our services, do not hesitate to contact us (22) 65 62 700, [students@bpp.pl](mailto:students@bpp.pl).

**ACCA enrolment form, Warsaw.** Please fill in the form and send via fax: +48 22 65 62 701  
or e-mail: students@bpp.pl If you have got any questions, please call: +48 22 65 62 700

<b>Student's details:</b>	<b>VAT invoice :</b>
Name:	The company name, the address, VAT number
Telephone:	
E-mail	
The address/ name of the person/department where the invoice should be sent:	
	NIP:

I wish to enroll for training and order textbooks (please mark the appropriate fields):

Subject / Course date	Course			Books		
	Intro	Revision	Intro + Revision	Study Text	Practice & Revision Kit	PassCards
Paper F1	n/a	n/a				
Paper F2	n/a	n/a				
Paper F3	n/a	n/a				
Paper F4						
Paper F5						
Paper F6				Materials		
Paper F7						
Paper F8						
Paper F9						
Paper P1						
Paper P2						
Paper P3						
Paper P4						
Paper P5						
Paper P7						

<b>Discounts:</b>		
Early booking = low price		...
33% Discount	Existing Student.....	Referral.....

<b>Books delivery:</b>			
At the BPP offices prior to the course (please agree on the date in advance)	On the first day of training	Please send at my cost to the address:	

Complete below:

<b>Administration</b>
I want BPP to handle administrative issues at ACCA on my behalf - PLN 330/semester.
...

<b>Comments:</b>

ACCA registration number: I have ACCA registration number: .....Date of birth. ....

**Conditions:**  
1) Only once the payment against the pre-invoice is made can the student take part in the course. The payment must be made at least one week before the start of course. The VAT invoice will be issued only after the payment is received. Payment can be made by bank transfer to BPP account (Deutsche Bank Polska S.A w Warszawie, 21 1880 0009 0000 0011 0070 5002) or in cash at BPP office. 2) The payment can be made between Monday and Friday from 9.00 A. M to 6.30 P. M (excluding public holidays). 3) In case of absence or resignation from the course the payment is non-refundable. 4) The books can only be provided to the student after the payment is received. The books are only available for collection between Monday to Friday from 9.00 A. M to 6.30 P. M (excluding public holidays) 5) The student can request that he/she takes part in a later session only after payment of the handling fee- PLN 300. 6) BPP Professional Education reserves the right to cancel or reschedule the course. 7) According to the Act regarding the protection of personal data (Dz.U.Nr 144, poz. 1204) the course participant agrees that his/hers contact details will be pun onto BPP data base and that he/she will be receiving the marketing information from BPP Professional Education via mail.

**Date:** **Signature:**

**ACCA enrolment form, Cracow.** Please fill in the form and send via fax:: +48 12 428 55 51  
or e-mail: [krakow@bpp.pl](mailto:krakow@bpp.pl)

<b>Student's details:</b>	<b>VAT invoice :</b>
Name:	The company name, the address, VAT number
Telephone:	
E-mail	
The address/ name of the person/department where the invoice should be sent:	
	NIP:

I wish to enroll for training and order textbooks (please mark the appropriate fields):

Subject / Course date	Course			Books		
	Intro	Revision	Intro + Revision	Study Text	Practice & Revision Kit	PassCards
Paper F1	n/a	n/a	n/a			
Paper F2	n/a	n/a				
Paper F3	n/a	n/a				
Paper F4						
Paper F5						
Paper F6				Materials		
Paper F7						
Paper F8						
Paper F9						
Paper P1						
Paper P2						
Paper P3						
Paper P4						
Paper P5						

<b>Discounts:</b>			
Early booking = low price			...
33% Discount	Existing Student.....	Referral.....	...
<b>Books delivery:</b>			
At the BPP offices prior to the course (please agree on the date in advance)	On the first day of training	Please send at my cost to the address:	
Complete below:			
<b>Administration</b>			
I want BPP to handle administrative issues at ACCA on my behalf - PLN 330/semester.			...
<b>Comments:</b>			

ACCA registration number: I have ACCA registration number: .....Date of birth: .....

**Conditions:**

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**Date:**

**Signature:**