

Administration Service in ACCA

Spring 2025



The administration service is advice and support with the ACCA registration process, exam registration, payment of fees and – broadly – liaising with the association on your behalf.

You focus on your studies and we take care of the rest.

Administration is a **semester-long service** (ordered for January-June or July-December), which you can extend after the end of the semester.

The cost of the service is 300 PLN net for the first semester in which we register you with ACCA, or 150 PLN net for each subsequent semester.

ACCA Exams

All ACCA exams are **computer based exams** (CBEs). You can sit them at home (with exam conditions, remote exams) or at exam centres.

There are two types of ACCA exams

- on-demand, which can be taken throughout the year at a time of your choosing
- session exams, which can only be taken in ACCA-designated examination sessions (in March, June, September, December).

As part of the administration service, we can enrol you for session exams taken at ACCA examination centres (centre exams). For remote exams you must enrol yourself, even if you use the administration service. This is due to the need to give biometric consents and to read and comply with the association's technical guidelines.

Please note that it takes a few days for BPP to process your exam enrolment – please take this into account and stick to the timetable and deadlines set within the administration.

Registration with ACCA

Registration with ACCA **can take place at any time during the year.**

If your first exam (due to exemptions received) will be a session exam you must remember that registration with ACCA must take place **at least 14 days before the close of registration for the exams** in your chosen session. Scans of the following documents are required for registration (max. 5 MB each):

- a scan of your **identity card**;
- your **university degree diploma** (in the language of issue and a sworn translation into English);
- **a list of subjects completed during the studies** (in the language of issue and a sworn translation into English) - applies to those who wish to apply for exemption from the initial ACCA examinations;
- in the event of a change of name since graduation, a **document confirming the change of name** (in the language of issue and its sworn English translation).

In order for us to act on your behalf with ACCA you must also complete and return to us an **authorisation form**.

Important dates

All dates in the table are official ACCA deadlines - the deadline for exam enrolment for administered clients is set by the BPP usually one week before the official close of enrolment. We want to avoid a situation where we are unable to enrol you for an exam.

	March 2025 session	June 2025 session
Standard exam entry deadline	27 January 2025	Dates will be announced soon.
Exam session	3-7 March 2025	
Exam results	14 April 2025	

ACCA fees for clients using the administration service

The prices below are a direct result of the prices set by the ACCA association, and BPP only re-invoices the client who uses our administration service. Prices in PLN set at the NBP foreign exchange selling rate of 4 November 2024 (1 GBP = 5,23 zł) plus 3%. In the event of exchange rate fluctuations or changes to ACCA's price list, prices are subject to change during the course of the administration service.

Initial registration		479 PLN (net)
Annual subscription 2025		738 PLN (net)
Exemption from 1 ACCA exam Applied Knowledge exam		463 PLN (net)
Exemption from 1 ACCA exam Applied Skills exam		614 PLN (net)
Price of 1 ACCA exam (Standard enrolment):	March 2025 session	June 2025 session
Applied Skills level exam: PM, TX-UK, TX-PL, FR, AA, FM	808 PLN (net)	Prices will be announced soon.
Strategic Professional level: SBL exam	1 433 PLN (net)	
Strategic Professional level: SBR exam	1 056 PLN (net)	
Strategic Professional level exam: AFM, APM, ATX-UK, AAA	1 056 PLN (net)	