



BPP administration service in ACCA

Terms of the service

1. Scope of administration service

- 1.1. Registration with the ACCA Association.
- 1.2. Verification of registration documents and conducting the ACCA registration process.
- 1.3. Monitoring the process of granting exemptions.
- 1.4. Registration for examinations at ACCA exam centres.
- 1.5. Making payments for:
 - 1.5.1. registration fee;
 - 1.5.2. exemption fees;
 - 1.5.3. annual membership fees;
 - 1.5.4. examination fees;
 - 1.5.5. other ACCA fees.
- 1.6. Issue VAT invoices for the above fees.
- 1.7. Ongoing communication with ACCA.
- 1.8. Educational guidance.

Depending on the Customer's status in the Association (Student/Member), individual arrangements and preferences, the above scope may be modified at the written request of the Customer.

2. Conditions for commencing the administration service

2.1. ACCA applicants (previously not registered with ACCA).

2.1.1. The Customer should:

- 2.1.1.1. complete and send to BPP "BPP's Administration Service in ACCA. Registration Stage" form

- 2.1.1.2. provide electronically the registration documents required by ACCA, according to the current list available in the offer „Administration Service in ACCA” available on www.bpp.pl
 - 2.1.1.3. complete and send to BPP ACCA Exchange Authorisation Form to allow BPP acting on their behalf.
 - 2.1.2. BPP, upon receipt of the order form, will, on the basis of the data contained therein, prepare a pro forma invoice for:
 - 2.1.2.1. administration service, according to the price list from the offer "Administration Service in ACCA" available on www.bpp.pl.
 - 2.1.2.2. ACCA registration fee, according to the price list from the offer "Administration Service in ACCA" available on www.bpp.pl.
 - 2.1.3. The administration service takes effect as soon as the administration fee has been paid to BPP.
 - 2.1.4. Within 7 working days of receipt of payment, BPP will book the payment and issue a VAT invoice.
 - 2.1.5. BPP will commence the registration process with ACCA once the ACCA registration fee has been paid.
- 2.2. **ACCA Students (already registered with ACCA).**
- 2.2.1. The Customer should confirm in writing that they wish to benefit from the administration service for the semester in question (by e-mail) or place an order for this service via the form available on www.bpp.pl.
 - 2.2.2. The Customer should provide an ACCA registration number and an ACCA Exchange Authorisation Form to allow BPP acting on their behalf.
 - 2.2.3. BPP, upon receipt of the order form with details for VAT invoice, will prepare a pro forma invoice for the administration service, according to the applicable price list.
 - 2.2.4. The administration service takes effect as soon as the payment for the administration service has been made.
 - 2.2.5. Within 7 working days of receipt of payment, BPP will book the payment and issue a VAT invoice.

3. Duration of the administration service

- 3.1. The service commences upon payment by the Customer.
- 3.2. The administration service is in principle **a semester** service, i.e. it is provided for 1 semester, regardless of when the service is purchased.
- 3.3. Division of the year into semesters:
 - 3.3.1. Spring semester: 1 January to 30 June;
 - 3.3.2. Autumn semester: 1 July - 31 December.
- 3.4. The administration service automatically expires on 31 July of the relevant year (for the Spring semester) and 31 January of the following year (for the Autumn semester).

4. Continuation of the administration service

- 4.1. Before the end of the given semester, BPP sends a written enquiry by e-mail to the Customer benefiting from the administration service asking if Customer wishes to continue the administration service in the following semester.
- 4.2. The Customer is required to make a decision within the timeframe specified in the correspondence:
 - 4.2.1. Customer may confirm that they wish to continue benefiting from the administration service in the following semester or
 - 4.2.2. Customer may resign from the administration service at the end of the given semester.
- 4.3. Each of these decisions is required in **written form** sent electronically.
- 4.4. If the continuation of the administration service is confirmed, BPP will issue a pro forma invoice according to the applicable price list. The continuation of administration service is resumed once the payment for the service has been booked.
- 4.5. In the event of cancellation of the administration service, BPP will provide the Customer with written confirmation of removal from the list of administered students. From this point onwards, the Customer is obliged to manage their manners with ACCA themselves.
- 4.6. In the absence of information from the Customer by 1 February of the following year (for Autumn semester) and 1 August of the year (for Spring semester), BPP considers that the Customer is not renewing the administration service. In such a situation, BPP will provide the Customer with written confirmation of the removal from the list of administered students. From this point onwards, the Customer is obliged to manage their manners with ACCA themselves.

5. Cancellation of the administration service during the semester

- 5.1. The administration service can be cancelled at any time during its duration.
- 5.2. Information about cancellation of the BPP service during the semester must be submitted to BPP in writing (by email).
- 5.3. BPP will not refund the fee or any part thereof for the administration service in the event of cancellation during the semester.
- 5.4. Upon receipt of written notification of cancellation of the administration service during the semester, BPP will provide the Customer with written confirmation of removal from the list of administered students. From this point onwards, the Customer is obliged to manage their manners with ACCA themselves.

6. Responsibilities of the student benefiting from the administration service

- 6.1. The BPP provides information related to the administration service electronically. If correspondence includes a deadline for the provision of information or deadline for payment – the Customer is obliged to comply with the deadline set.
- 6.2. The Customer benefiting from the administration service is obliged to provide the BPP with **relevant information related to the status in the Association in a timely manner, in accordance with BPP schedule, in particular**:
 - 6.2.1. decisions related to exemptions;

- 6.2.2. exam declarations;
 - 6.2.3. confirmation of willingness to pay annual membership fees;
 - 6.2.4. updating contact details, invoicing data, personal data;
 - 6.2.5. acceptance of pro forma invoices;
 - 6.2.6. timely payments.
- 6.3. The Customer using the administration service is obliged to send declarations in accordance with the BPP schedule, in particular:
- 6.3.1. exam declarations (chosen exams and exam centres or information on withdrawal from a given examination session);
 - 6.3.2. willingness or unwillingness to pay the ACCA annual membership fee for the year in question;
 - 6.3.3. cancellation of the administration service if this occurs during the semester;
 - 6.3.4. other declarations required on a case-by-case basis and necessary for the proper execution of the service.
- 6.4. Each declaration is required in **written form sent electronically**.

7. Payments made under the administration service at ACCA - general schedule

- 7.1. As part of the administration service, BPP charges:
- 7.1.1. for the BPP administration service (BPP fee);
 - 7.1.2. for ACCA fees – BPP re-invoices the Customer and makes payments to ACCA on behalf of the Customer.
- 7.2. All invoices to the Customer are issued to the details provided by the Customer on the ACCA administration order form. The Customer is obliged to update the invoicing data, if they change, during the course of the administration service. Notification of a change in invoice details is required in **writing**.
- 7.3. All ACCA fees paid on behalf of the Customer to ACCA are calculated according to the conversion rate published in “Administration Service in ACCA” offer available on www.bpp.pl.
- 7.4. **Service fee for administration (BPP fee)**
- 7.4.1. The fee is charged upon receipt of a completed order form/written confirmation of the wish to benefit from the administration service.
 - 7.4.2. BPP prepares a pro forma invoice and sends it electronically to the Customer.
 - 7.4.3. The Customer is obliged to accept and pay the pro forma invoice within 14 days of its issue.
 - 7.4.4. Payment of the pro forma invoice is the condition for activation of the administration service.
 - 7.4.5. In case of no payment, BPP shall inform the Customer electronically of this fact. No action is taken on behalf of the Customer with the ACCA Association until the payment for the pro forma invoice is booked.

7.4.6. At the written request of the Customer, the deadline for payment of the aforementioned pro forma invoice may be extended, whereby BPP will only commence acting on behalf of the Customer with the ACCA once the payment is booked.

7.5. **ACCA registration fee – re-invoicing**

- 7.5.1. The fee is charged by the BPP on receipt of the completed "BPP's Administration Service in ACCA. Registration Stage" form.
- 7.5.2. BPP prepares a pro forma invoice and sends it electronically to the Customer.
- 7.5.3. The customer is obliged to accept and pay the pro forma invoice within 14 days of its issue.
- 7.5.4. The payment of the pro forma invoice is the condition for commencing the registration process with ACCA.
- 7.5.5. In case of no payment, BPP shall inform the Customer electronically of this fact. Registration process will not be commenced until the payment for the pro forma invoice is booked.
- 7.5.6. At the written request of the Customer, the deadline for payment of the aforementioned pro forma invoice may be extended, whereby BPP will only commence the process of registration with ACCA once the payment is booked.

7.6. **ACCA exemption fee – re-invoicing**

- 7.6.1. Once BPP has received information from ACCA on the exemptions granted, it sends this information electronically to the Customer with a request to accept or waive the exemptions.
- 7.6.2. The fee for exemptions is charged by BPP upon receipt of information from the Customer on the acceptance of exemptions.
- 7.6.3. BPP prepares a pro forma invoice and sends it electronically to the Customer.
- 7.6.4. The Customer is obliged to accept and pay the pro forma invoice within 7 days of its issue.
- 7.6.5. Payment of the pro forma invoice is the condition of payment of this fee on behalf of the Customer to ACCA.
- 7.6.6. In case of no payment, BPP shall inform the Customer electronically of this fact. BPP will not pay exemption fee on behalf of the Customer until the payment for the pro forma invoice is booked.
- 7.6.7. At the written request of the Customer, the deadline for payment of the aforementioned pro forma invoice may be extended, whereby BPP will only pay the exemptions to ACCA once the payment is booked.

7.7. **ACCA annual membership fee – re-invoicing**

- 7.7.1. ACCA's annual membership fee applies to the calendar year and is valid from 1 January to 31 December.
- 7.7.2. ACCA charges the annual membership fee at the beginning of December of the preceding year. This fee applies to the following calendar year (e.g. the annual fee for 2025 will be charged by ACCA at the beginning of December 2024).
- 7.7.3. ACCA requires the annual fee of Students administered by BPP to be paid by 15 December of the year preceding the year to which the annual fee relates.
- 7.7.4. At the end of November each year, BPP sends by email a request to confirm Customer's willingness to pay the annual fee on their behalf.
- 7.7.5. Upon receipt of the written confirmation, BPP issues a pro forma invoice for the annual fee and sends it electronically to the Customer.

- 7.7.6. The Customer is obliged to accept and pay the pro forma invoice within 7 days of its issue.
- 7.7.7. Payment of the pro forma invoice is the condition of payment of the annual fee on behalf of the Customer to ACCA.
- 7.7.8. In case of no payment, BPP shall inform the Customer electronically of this fact. No annual fee will be paid until the payment for the pro forma invoice is booked.
- 7.7.9. At the written request of the Customer, the deadline for payment of the aforementioned pro forma invoice may be extended, whereby BPP will only pay the annual fee to ACCA once the payment is booked.
- 7.8. Exam fee for exam(s) taken in ACCA sessions at exam centres – re-invoicing**
- 7.8.1. Based on the ACCA exam enrolment schedule, BPP sends an exam declaration for the approaching exam session to the Customer who has purchased the administration service.
- 7.8.2. Within the administration service, BPP can only enrol Customer for session exams taken at ACCA exam centres. Due to procedural reasons, BPP cannot act as an agent for the enrolment for ACCA remote exams.
- 7.8.3. Exam declarations for ACCA examinations are only accepted in the form of a declaration form sent by email. It is not possible to accept exam declarations by telephone.
- 7.8.4. The Customer is obliged to return the examination declaration by the deadline.
- 7.8.5. On the basis of the exam declaration, BPP prepares a pro forma invoice and sends it electronically to the Customer.
- 7.8.6. The Customer is obliged to accept and pay the pro forma invoice within 7 days of its issue.
- 7.8.7. Payment of the pro forma invoice is the condition of enrolment in the ACCA exam(s) and payment of the exam(s) fee(s) by the BPP to ACCA.
- 7.8.8. In case of no payment, BPP shall inform the Customer electronically of this fact. No exam enrolment is processed with ACCA until the payment is booked.
- 7.8.9. At the written request of the Customer, the deadline for payment of the pro forma invoice may be extended, whereby BPP will only enrol the Customer and pay for the examination(s) at ACCA once the payment is booked.
- 7.9. Other ACCA Association fees (e.g. Administrative Review, re-registration) – re-invoicing**
- 7.9.1. Fees for other ACCA services (e.g. Administrative Review service, re-registration) are charged by BPP only on the basis of individual arrangements with the Customer and at the Customer's request, following written confirmation from the Customer.
- 7.9.2. On the basis of the written confirmation, BPP prepares a pro forma invoice and sends it electronically to the Customer.
- 7.9.3. The Customer is obliged to accept and pay the pro forma invoice within 14 days of its issue.
- 7.9.4. The aforementioned fees are only processed by the BPP at ACCA once payment has been made by the Customer.

8. Data protection

- 8.1. BPP Professional Education Sp. z o.o. is the administrator of the Customer's personal data.
- 8.2. Data protection issues are governed by the "Privacy policy of BPP", available at <https://bpp.pl/en/terms-conditions/>.

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