

# ACCA booking form

All bookings are subject to our terms and conditions overleaf

## 1 Your details please complete in block capitals

First name \_\_\_\_\_ ACCA ID\* \_\_\_\_\_  
 Last name \_\_\_\_\_ Mobile \_\_\_\_\_  
 Title **Mr / Mrs / Miss** Date of birth \_\_\_\_\_ Email \_\_\_\_\_  
 Home address \_\_\_\_\_

(\* You must register with the ACCA. **Online Registration** at least 14 days before the exam entry deadlines. **Post Registration** at least 20 days before the exam entry deadlines.

It is your responsibility to complete your ACCA registration requirements and enter yourself for the ACCA examinations.

We use email as our main means of communication with you. We may also use it from time to time to send you information relevant to your studies. We will not pass it on to any third parties. Please tick here if you prefer NOT to receive communication via email.

\* By supplying this information you agree to allow ACCA to disclose to us the results of your examinations. Please tick here if you do not wish ACCA to disclose your results.

## 2 Your employer please complete this section if your employer is paying for your course

Company name \_\_\_\_\_ Manager's name \_\_\_\_\_  
 Company address \_\_\_\_\_ Manager's email \_\_\_\_\_  
For invoicing purposes  
 Telephone \_\_\_\_\_  
 Tax Registration Number \_\_\_\_\_ Signature \_\_\_\_\_

Accounts email \_\_\_\_\_  Tick if you wish to be notified of absences and results

## 3 Your course requirements please indicate which courses you require. If you need advice please give us a call.

	Subject	Required / Exempted	Price excluding VAT	Price including VAT (19%)	Deposit on Application	Next Payment Before Courses Start
Conversion Course	Conversion Course	<input type="checkbox"/> R	<b>808 TND</b>	962 TND	503 TND	459 TND
Knowledge Levels	F1	<input type="checkbox"/> R <input type="checkbox"/> E	<b>808 TND</b>	962 TND	503 TND	459 TND
	F2	<input type="checkbox"/> R <input type="checkbox"/> E	<b>808 TND</b>	962 TND	503 TND	459 TND
	F3	<input type="checkbox"/> R <input type="checkbox"/> E	<b>808 TND</b>	962 TND	503 TND	459 TND
Skills Levels	F4	<input type="checkbox"/> R <input type="checkbox"/> E	<b>1 894 TND</b>	2 254 TND	1 235 TND	1 019 TND
	F5	<input type="checkbox"/> R <input type="checkbox"/> E	<b>2 173 TND</b>	2 586 TND	1 565 TND	1 021 TND
	F6	<input type="checkbox"/> R <input type="checkbox"/> E	<b>2 313 TND</b>	2 752 TND	1 529 TND	1 223 TND
	F7	<input type="checkbox"/> R <input type="checkbox"/> E	<b>2 313 TND</b>	2 752 TND	1 529 TND	1 223 TND
	F8	<input type="checkbox"/> R <input type="checkbox"/> E	<b>2 094 TND</b>	2 492 TND	1 471 TND	1 021 TND
	F9	<input type="checkbox"/> R <input type="checkbox"/> E	<b>2 173 TND</b>	2 586 TND	1 565 TND	1 021 TND
Essentials Levels	P1	<input type="checkbox"/> R	<b>2 383 TND</b>	2 836 TND	1 512 TND	1 324 TND
	P2	<input type="checkbox"/> R	<b>2 702 TND</b>	3 215 TND	1 688 TND	1 527 TND
	P3	<input type="checkbox"/> R	<b>2 383 TND</b>	2 836 TND	1 512 TND	1 324 TND
Options Levels	P4	<input type="checkbox"/> R	<b>2 632 TND</b>	3 132 TND	1 606 TND	1 526 TND
	P5	<input type="checkbox"/> R	<b>2 383 TND</b>	2 836 TND	1 512 TND	1 324 TND
	P6	<input type="checkbox"/> R	<b>2 802 TND</b>	3 306 TND	1 706 TND	1 600 TND
	P7	<input type="checkbox"/> R	<b>2 383 TND</b>	2 812 TND	1 512 TND	1 300 TND
<b>Discount*</b>						
<b>Total Value of booking</b>						

I undertake to study the whole ACCA program.

(\* Discount of 10% is provided for pursuing the whole program.

## 4 Your payment please tick one of the following for total value of order as above

- Please invoice my employer in accordance with the above details (please note your manager must have signed this form in the space above)  
 I enclose a cheque with my application form (cheques payable to Institut Tunis-Dauphine)

## 5 How did you hear about us?

Google/FB/e-mail  Event  Professional body  Other

If you have been referred to us please give their name

# Terms and conditions

These terms and conditions together with the booking form comprise the agreement pursuant to which Dauphine| Tunisia provides classroom courses and associated study materials to the customer.

## 1 Payment terms

- 1.1 Booking forms must be accompanied by payment in full or the employer's authorization to be invoiced directly.
- 1.2 Where the employer has agreed to pay, full payment is due within 30 days of the date of invoice, or within the due date specified on the invoice if different payment terms are agreed.
- 1.3 Dauphine | Tunis reserves the right to refuse admission to a course if full payment is not received prior to the course start date.

## 2 Booking and registration

- 2.1 It is the responsibility of the person making the booking to ensure that the selected courses are appropriate for their needs.
- 2.2 Any change in the customers' contact details must be notified in writing.
- 2.3 Dauphine | Tunis does not accept responsibility for registering customers with professional bodies or entry for the relevant written exams.
- 2.4 Courses and study materials are not transferrable between customers.

## 3 Classroom courses

- 3.1 Customers must bring the relevant course joining instructions to all course sessions. Failure to produce joining instructions or proof of payment upon request may result in customers being refused admission to a course.
- 3.2 Dauphine | Tunis reserves the right to cancel, reschedule or change the location of a course without penalty if considered necessary. Dauphine | Tunis undertakes to inform customers as soon as the change is made and customers may book an alternative course at no extra charge, or receive a full refund or credit against future courses.
- 3.3 Study materials will be provided on the first day of the classroom course.
- 3.4 If a customer wishes to cancel a course, provided more than 14 days-notice prior to the course start date is given, the course fee will be refunded less a 400 TND cancellation fee. Any study materials already provided must be returned in unused resaleable condition, otherwise these will be charged at full retail price.
- 3.5 If a customer wishes to transfer to another equivalent course for the same subject and the same exam sitting, provided there is availability, no additional charge will be made.
- 3.6 If a customer wishes to defer their course to a later exam sitting, provided more than 14 days-notice prior to the course start date is given and subject to availability, the amount paid will be held as a credit on the customer's account to be offset against the value of any future course booking. Any new study materials required will be charged at full retail price.
- 3.7 No refunds, transfers or deferrals can be made if less than 14 days-notice is given.

## 4 Retake scheme

- 4.1 Dauphine | Tunis retake scheme applies to all customers who:
  - attend all sessions of a classroom tuition and revision course for each relevant paper;
  - attempt no more than 3 papers in any one sitting;
  - submit the course exam by the due date and sit the mock exam under timed conditions;
  - achieve at least 40% in the course exam, mock exam and the real exam.
- 4.2 In the event that a customer fails the real exam having satisfied the conditions in 4.1 they may attend the next available equivalent course for the relevant paper at no additional charge, subject to availability at time of booking. Any new or additional study materials will be charged at retail price. Course and mock exams will be charged at retail price. Customers will be asked for proof of their exam results when making a claim.
- 4.3 The retake scheme is not transferrable between customers.
- 4.4 The retake scheme does not apply to ACCA Knowledge level subjects.
- 4.5 No cash alternative or refund will be given in the event that a customer is unable to attend an equivalent course for any reason.

## 5 Oxford Brookes mentoring

- 5.1 Mentoring sessions must take place within 6 months of the invoice date.
- 5.2 Dauphine | Tunis does not accept responsibility for customers who fail to submit their Project within the time specified by Oxford Brookes University or ACCA.

## 6 Intellectual property

- 6.1 All intellectual property rights in all materials and online resources supplied by Dauphine | Tunis is expressly reserved. Any unauthorized duplication, publication or distribution is strictly prohibited.
- 6.2 The customer agrees to fully indemnify Dauphine | Tunis in respect of any infringement of intellectual property right as contained in 9.1.

## 7 Liability

- 7.1 The liability of Dauphine | Tunis for direct losses arising out of its negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this agreement is limited to the value of monies received from the customer (or their employer) for the course.
- 7.2 Dauphine | Tunis shall not be liable for any consequential or indirect loss, howsoever arising.

## 8 Security

Dauphine | Tunis accepts no responsibility for anything that is lost or stolen from its premises. Personal possessions are the sole responsibility of the customer and customers are advised to keep valuable belongings with them at all times.

## 9 Data protection

- 9.1 The customer agrees to allow Dauphine | Tunis to retain information and use it to:
  - communicate with the customer to perform their obligations under this agreement;
  - inform customers about their courses, products and services which may be of interest;
  - provide feedback to customers on their progress and exam performance
  - communicate with the customer's employer regarding their progress, results and attendance.
- 9.2 If the customer does not wish to receive correspondence from Dauphine | Tunis a written request should be made to the registered office.

## 10 Authorization and TFP Deductions

- 10.1 Dauphine | Tunis is a training organization approved by the Ministry of Employment and Professional Training under the number 11150316.
- 10.2 ACCA training courses are deductible from the TFP credit under the conditions and limits provided for by the regulations in force