

ICAEW professional stage – 2010
Application level
Delivering results

REED
BUSINESS
SCHOOL
●●●

ICAEW professional stage retake courses, residential & non-residential

Reed Business School is a trading subsidiary of Reed Educational Trust Limited which is a registered charity. Registered Number 328347.

 THE INSTITUTE
OF CHARTERED
ACCOUNTANTS
IN ENGLAND AND WALES
PARTNER IN LEARNING

Welcome to Reed Business School

Reed Business School has been running successful Chartered courses for over 30 years. Our dedicated tutor team, coupled with small class sizes and a unique study environment provide the crucial recipe to students passing their professional examinations.

The Professional Application courses are designed with strong emphasis on question practice and examination technique and include a 2½ hour mock exam. Our tutors have a wealth of experience and are readily available outside of the class to give any further assistance required. If you would like to discuss your pre-course preparation with one of our tutors, please contact us.

Tutors

Matt Holden, ACA

Matt is a Reed Business School 'Graduate', having trained with us before qualifying in 1999. He has an enthusiastic approach and combines this with an ability to make highly theoretical concepts relevant and accessible. Matt teaches the management subjects.

Lynne Wiseman, ACCA

Lynne qualified in 1999 with West Chartered Accountants in Solihull before moving to Moore Stephens in Jersey. Lynne joined BPP Jersey in 2003 as senior tutor managing the BPP's ACCA Programme and tutoring on a range of Tax and FR subjects. Lynne joined Reed in 2007. Lynne teaches Tax.

Jenny Winstanley, ACA

Jenny qualified in 1991 with Coopers & Lybrand and progressed to audit manager status before joining the Financial Training Company as senior tutor and was their National Head of Auditing and Financial Reporting from 1997. Jenny joined RBS in 1999 and teaches Audit and Financial Reporting subjects.

Graham Harbord, ACA

Graham qualified in 1993 with Arthur Andersen. He is specialised in teaching tax and management accounting. In both areas he uses practical examples and a keen knowledge of the examiner's requirements to deliver enjoyable and effective courses. Graham will be teaching the Application level management papers.

Course dates June 2010

	May											Jun									
	T	W	T	F	M	T	W	T	F	M	T	T	W	T	F	M	T	W	T		
	18	19	20	21	24	25	26	27	28	31	1	2	3	4	7	8	9	10			
FA Top-Up*														■	■						
FA														■	■	■	■	e	■		
AA*										■	■	■									
FR					2	■	■	■	E												
Tax	■	■	■	■	e																
BS														2	■	■	E				
FM										■	■	■	■	■	e						

Key

- Class all day
- 2 2pm start
- e am mock exam
- E am lectures
pm mock exam

*students attending FA Top-Up and AA retake will be allowed to submit a mock exam by post
Please remember to submit your June exam entry to ICAEW by 13 May 2010

Course dates September 2010

	Aug							Sep						
	M	T	W	T	F	M	T	W	T	F	M	T	W	
	23	24	25	26	27	30	31	1	2	3	6	7	8	
FA*	■	■	■	■	■									
AA						■	■	■	e					
BS						■	■	■	e					
FM									2	■	■	■	E	

*students attending FA retake will be allowed to submit a mock exam by post.
Please remember to submit your September exam entry to ICAEW by 12 August 2010

Course dates December 2010

	Nov									Dec									
	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	
	16	17	18	19	22	23	24	25	26	29	30	1	2	3	6	7	8	9	
FA Top-Up*														■	■				
FA														■	■	■	■	e	■
AA*										■	■	■							
FR	■	■	■	■	e														
Tax					2	■	■	■	E										
BS										■	■	■	e						
FM													2	■	■	■	E		

*students attending FA Top-Up and AA retake will be allowed to submit a mock exam by post.
Please remember to submit your December exam entry to ICAEW by 11 November 2010

Course material

Students will need to update their 2009 material to the 2010 version. Please order the ICAEW material directly from ICAEW and please bring your revision question banks to the revision course. 2010 open books can be purchased from Reed Business School. Please refer to the enrolment form if you wish to order open books.

Course fees (Discounted rates for retake students)

	FA Top-Up £	FA £	AA £	FR £	Tax £	BS £	FM £
Tuition fees	153	337	214	275	275	214	275
*Residential fee (June sitting)	56	168	84	112	140	84	140
Single room supplement (June sitting)	32	96	48	64	80	48	80
*Residential fee (September sitting)		140	112			112	112
Single room supplement (September sitting)		80	64			64	64
Residential fee (December sitting)	56	168	84	140	112	112	112
Single room supplement (December sitting)	32	96	48	80	64	64	64

Prices are subject to VAT. Single rooms are allocated on first come, first served basis. The residential fee includes accommodation from the night previous to the start date of each course up to the night before the last day for courses commencing am. Those commencing pm do not include accommodation the previous night.

All meals are included on a teaching day within the residential fee from breakfast on day 1 to lunch on last day.
For students who wish to stay over at weekends there is an additional charge. Please note there will not always be meals available on weekends.

Reed Business School,
The Manor, Little Compton,
Nr Moreton-in-Marsh
Gloucestershire GL56 ORZ



How to find us Reed Business School is situated in Little Compton, a picturesque & quiet village in the heart of the Cotswolds

By rail

There is a main line station at Moreton-in-Marsh offering frequent intercity services to Oxford, Reading, London Paddington and Worcester/Hereford. The Business School is a 4 mile taxi journey away from the station.

By road

The distances by road are... Oxford 25 miles A44
Birmingham 45 miles M40 (J15), A429, A44
London 80 miles M40 (J8), A40, A44
Swindon 35 miles A361, A44.

Professional Stage Application Level Enrolment

ICAEW professional retake 2010

Surname

First name

Male Female Date of birth

Home address

.....

.....

Postcode

Tel

Mobile

Email

Emergency contact details

Course fees to be paid by: Student Employer

Employer's name and address

.....

.....

Postcode

Tel

Fax

Email

I have read and accept the terms of business as outlined overleaf

Student signature

Date

Have you studied at Reed Business School before? Yes

How did you hear of Reed Business School?
(e.g. website, recommendation, previous student)

.....

.....

Do you have any dietary requirements?

Vegetarian

No fish

Dairy free

Wheat free

Nut allergy

Vegan

Other

Preferred method of receiving course information from Reed

By post to home address

By post to work address

Email to work address

Email to private address

Other

Please give details of other

.....

.....

.....

Please ask your employer to sign below if paying your course fees

Employer's authorisation for sponsored students

As employers, we are responsible for the payment of fees due on receipt of the invoice, regarding the student mentioned opposite and will endeavour to inform you in writing of any change to this arrangement. We understand that we are fully responsible, in all circumstances, for the payment of fees due, including termination of employment or cancellation of course (unless Reed Business School is notified in writing at least 15 working days, before the relevant course commences)

Employer's signature

Please print

Employer's title

Date

Please indicate if you do not wish to receive course reports

Methods of payment

Please invoice my employer (if signed above)

I enclose a cheque for £
made payable to: Reed Business School

Credit/debit card – please charge my credit/debit card in respect of the courses listed overleaf and any fees outstanding in respect of the ICAEW courses booked

Name on card

Cardholder's signature

.....

Card No.

.....

Valid from Expiry date

Issue No. (If applicable) Security No.

.....

Statement address:

.....

.....

.....

.....

Enrolment

Fees

Please calculate totals

Subject	Tuition (£)	June 2010		September 2010		December 2010		Total (£)
		Residential (£)	Single (£)	Residential (£)	Single (£)	Residential (£)	Single (£)	
FA Top Up	<input type="checkbox"/> 153	<input type="checkbox"/> 56	<input type="checkbox"/> 32			<input type="checkbox"/> 56	<input type="checkbox"/> 32	
FA	<input type="checkbox"/> 337	<input type="checkbox"/> 168	<input type="checkbox"/> 96	<input type="checkbox"/> 140	<input type="checkbox"/> 80	<input type="checkbox"/> 168	<input type="checkbox"/> 96	
AA	<input type="checkbox"/> 214	<input type="checkbox"/> 84	<input type="checkbox"/> 48	<input type="checkbox"/> 112	<input type="checkbox"/> 64	<input type="checkbox"/> 84	<input type="checkbox"/> 48	
FR	<input type="checkbox"/> 275	<input type="checkbox"/> 112	<input type="checkbox"/> 64			<input type="checkbox"/> 140	<input type="checkbox"/> 80	
Tax	<input type="checkbox"/> 275	<input type="checkbox"/> 140	<input type="checkbox"/> 80			<input type="checkbox"/> 112	<input type="checkbox"/> 64	
BS	<input type="checkbox"/> 214	<input type="checkbox"/> 84	<input type="checkbox"/> 48	<input type="checkbox"/> 112	<input type="checkbox"/> 64	<input type="checkbox"/> 112	<input type="checkbox"/> 64	
FM	<input type="checkbox"/> 275	<input type="checkbox"/> 140	<input type="checkbox"/> 80	<input type="checkbox"/> 112	<input type="checkbox"/> 64	<input type="checkbox"/> 112	<input type="checkbox"/> 64	
Sub Total								
VAT								
Total								
Full payment required with enrolment								

Please note that there is no exam for FA TopUp in September and we are not running FR and Tax courses for the September sitting. Residential fees vary between sittings due to course start time variances.

Materials

Please calculate totals

Open books	(£)	P&P (£)	Total (£)
International Accounting Standards 2009	<input type="checkbox"/> 60	<input type="checkbox"/> 7.25	
Auditing Standards 2010	<input type="checkbox"/> 28.90	<input type="checkbox"/> 7.25	
Hardmans Tax Tables 2009/2010	<input type="checkbox"/> 16.90	<input type="checkbox"/> 2.30	
Total (due now)			

Terms & conditions

Payment

For self funding students, full payment must be received at time of booking. For employer funded bookings the course fee must be paid, in full, no later than 15 working days prior to the start of the course. RBS reserves the right to re-allocate the course place to another student if fees are not paid in time. If an employer does not sign the form the student will be liable for any outstanding course fees.

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Cancelling Courses

All cancellations to bookings must be made in writing 15 working days prior to the start of the course. If a booking is cancelled within the 15 days or if the student fails to attend the course, the full course fee must be paid immediately.

Amendment to Booking

An administrative charge of £10 + VAT will be paid for each amendment requested to an existing booking. Refunds on credit card payments will be charged at the greater of 1.5% or £10 to cover transaction fees.

Postage of Study Materials

A fee will be charged to cover postage and packing for open book orders.