



**CIMA May Tuition
& revision courses**
March retake & exam centre
T4 Case Study exam on PC courses
Tuition & residential discounts
No pass free re-sit



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CIMA at Reed Business School

All profits are covenanted up to a registered charity.
Reed Business School is a trading subsidiary of Reed Educational Trust
Limited which is a registered charity. Registered Number 328347.

CIMA Chartered management accounting qualification

Our courses provide all you need to pass your CIMA exams

Our suggested study route for the operational and management level papers are:

- Papers E1 + F1
- Papers P1 + F2
- Papers P2 + E2

Tuition

- Technical tuition of the whole syllabus
- Study/memory techniques
- Quality study notes
- Compulsory link exam

Revision

- Technical overview of the syllabus
- Question practise and guidance
- Exam technique

Question based days

- Practise of unseen questions in exam environment
- Experienced markers who give immediate feedback

Your course tutor is available for technical support via email for the duration of your studies.

Material

Tuition phase (included within course fee)

- BPP study notes
- Link test and marking

Revision phase (included within course fee)

- BPP question bank
- BPP revision notes (case study students are provided with a case study tool kit)

We offer the option of purchasing a BPP Study text (£35 each) and BPP passcards (£10 each). The study texts are also available in an e-format (£21 each). If you wish to order both, the study text will be charged at the published rate and the eBook will be charged at 1/3 of the published rate. Study texts and passcards (if ordered) will be handed to students at the beginning of the course. If the material is required prior to attending please indicate on the enrolment form. A fee will be charged to cover postage and packing.

Benefits of training at Reed

Operational, management and strategic level course fee discount of £50 +VAT when you book tuition, revision and question based day courses per paper at the same time

- Single room for the price of shared on the tuition stage when booking courses for more than one paper
- No pass free re-sit
- Weekend tuition
- Revision courses spanning across weekends
- Specialist tutor team giving excellent pass rates.

Reed Business School offers the ideal setting for exam preparation. The relaxed atmosphere and studying residentially at Reed enables students to concentrate on their studies.

No pass – free re-sit Operational, Management and Strategic Papers

We are fully confident that our CIMA training programme will ensure your success at your examination sitting. In testimony to our belief in our courses, we are willing to offer any student who is unsuccessful at their exam sitting, a free place on our November 2012 courses. Please contact us for no pass-free re-sit conditions for the September and March retake sittings.

To qualify for the no pass free re-sit offer, students need to:

- Have attended all Reed Business School tuition, revision phases and QBD
- Submitted all link tests as per the study programme and scored a minimum pass of 45 %
- Achieve a minimum pass rate of 45 % on QBD's
- Attend a re-sit course within 12 months of failed sitting
- One free revision re-sit course per student per paper
- There will be no charge for tuition fees
Accommodation and course material, if applicable will be charged at the published rates

Please see over for T4 Case Study exam no pass free re-sit terms.

Delivering results

T4 Case Study

We offer courses for both the Written and PC options and host the PC examinations for all 4 sittings throughout the year.

Our courses for both March and May sittings are a duration of 5 days covering the following:

- Full set of material including the pre-seen, industry overview, case study guidance and additional practise exams for home study
- A guide to report writing - how to write a report which scores marks against the case study marking scheme
- A guide to exam planning, time management, and prioritisation of issues
- A detailed introduction to the exam and typical reasons people fail and how to overcome those problems
- Detailed pre-seen analysis
- 3 practice exams marked by your tutor with detailed individual guidance on how to improve your approach and script (taken on PC for PC course option)



“Well structured with an engaging tutor with good technical knowledge. Key aspects were well explained with a strong teaching style which kept the class interested.”

**Sarah Meadows
Strategic Level**

Key Dates

T4 Case Study exam on PC

	March 2012	May 2012
Exam entry deadline	20 January 2012	13 April 2012
Pre seen material release	Mid January 2012	Mid January 2012
Exam fee deadline	10 February 2012	1 May 2012
Admission Advice	w/c 13 February 2012	w/c 1 May 2012
Exam	28 February 2012	24 May 2012
Exam results released	22 March 2012	14 June 2012

No Pass Free Re-sit

To qualify for the no pass, free re-sit offer, students will need to have:

- Attended all days of Reed Business School (ie 5 day course)
- Sat all course exams and if relevant home study mock exams in exam conditions and scored a minimum of 45% in the final mock
- If the re-taking at a sitting with new pre-seen information (March or Sept), students will need to attend all 5 days but pay just for two days.

- The re-sit offer refers to tuition fees only and accommodation, material and exam fees will be applicable.

Sitting a PC Exam only

For students wishing to take the PC exam at Reed Business School, acceptance will be subject to availability and a charge will be made of £60+VAT. Please refer to the retake enrolment form.

We also provide courses and computer based exams for the CIMA certificate in business accounting qualification. Please contact us for further details.

CIMA May 2012 tuition courses

We understand how difficult it can be to study for the CIMA qualification whilst satisfying the demands of your job during the week. You need as much time and energy as possible to ensure success. Our response has been to provide predominantly residential weekend courses for CIMA tuition and scheduling the revision courses across weekends.

Start time: 9.30am

	Jan			Feb							March												
	Fr	Sa	Su	Sa	Su	Sa	Su	Sa	Su	Sa	Su	Tu	Sa	Su	Sa	Su	Fr	Sa	Su	Fri	Sa	Su	
Operational Level																							
E1 Enterprise Operations																							
P1 Performance Operations																							
F1 Financial Operations																							
Management Level																							
E2 Enterprise Management																							
P2 Performance Management																							
F2 Financial Management																							
Strategic Level																							
E3 Enterprise Strategy																							
P3 Performance Strategy																							
F3 Financial Strategy																							
T4 Integrated Course																							
T4 Case Study on PC March																							
T4 Case Study May (PC and written)																							

E = Exam on PC

CIMA May 2012 revision courses

These courses span across weekends and provide an initial block of revision days which are intensive and exam focused. They highlight key examinable areas and concentrate on exam technique using past paper questions alongside tutors' examples. The question based day, with on-site markers, provide feedback on individual scripts on the day as well as the tutor's comments to the group.

	April							May							Start time: 9.00am							
	Th	Fr	Sa	Th	Fr	Sa	Su	Fr	Sa	Su	Th	Fr	Sa	Su		We	Fr	Sa	Su	Th		
Operational Level																						
E1 Enterprise Operations																						
P1 Performance Operations																						
F1 Financial Operations																						
Management Level																						
E2 Enterprise Management																						
P2 Performance Management																						
F2 Financial Management																						
Strategic Level																						
E3 Enterprise Strategy																						
P3 Performance Strategy																						
F3 Financial Strategy																						
T4 Integrated Course																						
T4 Case Study May (PC & written)																						

Q = Question based day

E = Exam on PC

Tuition course fees			*Residential Option 1			**Residential Option 2		
	Course length	Tuition fees £	Res fees	Single room supplement £	No. of res nights	Res fees £	Single room supplement £	No. of res nights
Operational Level								
E1 Enterprise Operations	3	309	90	45	3	60	30	2
P1 Performance Operations	4	412	120	60	4	60	30	2
F1 Financial Operations	4	412	120	60	4	60	30	2
Management Level								
E2 Enterprise Management	3	309	90	45	3	60	30	2
P2 Performance Management	4	412	120	60	4	60	30	2
F2 Financial Management	4	412	120	60	4	60	30	2
Strategic Level								
E3 Enterprise Strategy	3	315	90	45	3	60	30	2
P3 Performance Strategy	4	420	120	60	4	60	30	2
F3 Financial Strategy	4	420	120	60	4	60	30	2
T4 Case Study March (PC)	5	945	180	90	6+	60	30	2
T4 Case Study May (PC)	5	945	205	115	6+	70	40	2
T4 Case Study May (Written)	5	945	170	95	5	70	40	2

Revision course fees			*Residential Option 1			**Residential Option 2		
	Course length	Tuition fees £	Res fees	Single room supplement £	No. of res nights	Res fees £	Single room supplement £	No. of res nights
Operational Level								
E1 Enterprise Operations	3	309	105	60	3	70	40	2
P1 Performance Operations	3	309	105	60	3	70	40	2
F1 Financial Operations	4	412	140	80	4	105	60	3
Management Level								
E2 Enterprise Management	3	309	105	60	3	70	40	2
P2 Performance Management	4	412	140	80	4	105	60	3
F2 Financial Management	4	412	140	80	4	105	60	3
Strategic Level								
E3 Enterprise Strategy	3	315	105	60	3	70	40	2
P3 Performance Strategy	3	315	105	60	3	70	40	2
F3 Financial Strategy	3	315	105	60	3	70	40	2

All prices are subject to VAT at standard rate

Reed Educational Trust Ltd is funding a bursary scheme through Reed Business School providing grants up to 50% on CIMA course fees at Reed Business School for employees of UK charities.

Please contact us for further details.



“Extremely well run with an excellent tutor.”
James Whitelaw
Management Level

QBD course fees

	Tuition fees £	*Residential Option 1		***Course fees discounted total £
		Res fees	Single room supplement £	
Operational Level				
E1 Enterprise Operations	140	35	20	708
P1 Performance Operations	140	35	20	811
F1 Financial Operations	140	35	20	914
Management Level				
E2 Enterprise Management	140	35	20	708
P2 Performance Management	140	35	20	914
F2 Financial Management	140	35	20	914
Strategic Level				
E3 Enterprise Strategy	140	35	20	720
P3 Performance Strategy	140	35	20	825
F3 Financial Strategy	140	35	20	825

All prices are subject to VAT at standard rate

* Residential option 1 - Accommodation included from the previous night for each course/session

** Residential option 2 - Accommodation included in between consecutive days only

† Accommodation included night before T4 PC exam

*** Course fees discounted total - £50 discount will be given when booking the tuition, revision and question based day courses per paper at the same time. This offer is not available on T4 Case Study

Non-Residential Facilities

Students attending on a non-residential basis will receive lunch, all hot drinks and free parking.

Residential Facilities

Residential fees are based on two person shared accommodation and all meals are provided. The Business School also offers a limited number of single rooms that are allocated on a first come first served basis.

Meals will be provided from breakfast on day 1 to lunch on the last day of each course.

Fees are calculated on the daily rates shown right.

	Shared	Single room supplement
Tuition (up to 25 March)	£30/night	£15/night
Revision (from 5 April)	£35/night	£20/night

“Very good, would recommend and will be using in the future”

Francesca Borton
Management Level



Enrolment

CIMA March T4 & May 2012



Surname

First name

Male Female Date of birth

Home address

Postcode

Tel Mobile

Email

Emergency contact details

CIMA contact ID

This information is required for statistical analysis and will be submitted to CIMA

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 on this form

Student signature

Date

Have you studied at Reed Business School before? Yes

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

Do you have any dietary requirements?

- Vegetarian
- No fish
- Dairy free
- Wheat free
- Nut allergy
- Vegan
- Other

Please give details of '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 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

Purchase order ref:

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 CIMA courses booked

Name on card

Cardholders signature

Card No.

Valid from [][][][] Expiry date [][][][]

Issue No. (If applicable) [][] Security No. [][][][]

Statement address:

Terms & conditions

Payment The course fee must be paid, in full, no later than 15 working days prior to the start of the course. Reed Business School 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.

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.

Deferring If a student wishes to defer a booking to the following sitting within 15 working days of the course start date, there will be an administrative charge of 25% of the course fee. If that booking is then cancelled at any time, the course fee remains payable.

Amendment to booking An administrative charge of £10 + VAT will be payable 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.

Any CIMA exam on PC system errors resulting in the unsuccessful completion of the PC exam are out of Reed Business School's control and Reed Business School shall not accept any liability in relation thereto.

Please tick your requirements in the appropriate spaces		Operational Level (May 2012)			Management Level (May 2012)			Strategic Level (May 2012)			T4 Case Study		
		E1 £	P1 £	F1 £	E2 £	P2 £	F2 £	E3 £	P3 £	F3 £	Mar 2012 (PC) £	May 2012 (PC) £	May 2012 £ (Written)
Tuition	Tuition course	309	412	412	309	412	412	315	420	420	945	945	945
	✓												
	Option 1* Residential	90	120	120	90	120	120	90	120	120	180	205	170
	✓												
	Option 1* Single room supp	45	60	60	45	60	60	45	60	60	90	115	95
	✓												
Revision	Option 2** Residential	60	60	60	60	60	60	60	60	60	60	70	70
	✓												
	Option 2** Single room supp	30	30	30	30	30	30	30	30	30	30	40	40
	✓												
	Revision course	309	309	412	309	412	412	315	315	315			
	✓												
QBD	Option 1* Residential	105	105	140	105	140	140	105	105	105			
	✓												
	Option 1* Single room supp	60	60	80	60	80	80	60	60	60			
	✓												
	Option 2** Residential	70	70	105	70	105	105	70	70	70			
	✓												
Discount	Option 2** Single room supp	40	40	60	40	60	60	40	40	40			
	✓												
	QBD	140	140	140	140	140	140	140	140	140			
	✓												
	Residential	35	35	35	35	35	35	35	35	35			
	✓												
P&P	Single room supp	20	20	20	20	20	20	20	20	20			
	✓												
	Discount***	-50	-50	-50	-50	-50	-50	-50	-50	-50			
	✓												
	Option 1* Tuition Single room supp discount****	-45	-60	-60	-45	-60	-60	-45	-60	-60			
	✓												
Materials	Option 2** Tuition Single room supp discount****	-30	-30	-30	-30	-30	-30	-30	-30	-30			
	✓												
	Study text P&P*****	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5
	✓												
	Rev kit P&P	3	3	3	3	3	3	3	3	3			
	✓												
Total per paper	Passcard P&P	1	1	1	1	1	1	1	1	1			
	✓												
	Sub total												
	✓												
	VAT@Standard rate												
	✓												
Total per paper	Study text (hard copy)	35	35	35	35	35	35	35	35	35	35	35	35
	✓												
	Study text (ebook)	21	21	21	21	21	21	21	21	21	21	21	21
	✓												
	Study text (ebook)*****	12	12	12	12	12	12	12	12	12	12	12	12
	✓												
Total per paper	Passcard	10	10	10	10	10	10	10	10	10			
	✓												
	Total per paper												
	✓												

Option 1* - Accommodation included from the night before the start of each course/session

Option 2** - Accommodation included in between consecutive days only

Discount*** - Only applicable to Operational, Management and Strategic papers when booking tuition, revision and question based day courses per paper at the same time

Single room supp discount**** - If booking on courses for more than one paper for the May 2012 sitting, you will be given a single room for the price of a shared room on the tuition stages for Operational, Management & Strategic level papers. This offer is subject to availability.

P&P***** - Please add the relevant P&P for each study text (hard copy) revision kit or passcard requested to be posted prior to the start of the course

e(book)***** - This rate is only applicable when ordering in conjunction with the hard copy study text for the same paper

CIMA Retake March 2012

For students who are retaking at the March sitting, we will be providing a distance learning retake option and exam facilities for all the subjects including the exams on PC for the Strategic Level papers.

We appreciate that time and cost are always a consideration for you, especially if you are aiming for a resit. Your studies need to be tailored to your specific needs and requirements.

In view of this, we are offering a unique distance learning support service to help you through your resit consisting of the following:

- An updated set of course notes for 2012
- A CD ROM working through these notes and lecture examples on screen, with narrative from a real tutor
- A mock for you to attempt and submit for marking
- Sitting your retake exam at Reed Business School

To apply for the retake distance learning and/or to apply to sit the exam at Reed Business School, please complete the March 2012 Retake enrolment.

Key dates

Exam entry deadline	20 January 2012
Exam fee deadline	25 January 2012
Admission Advice	w/c 13 February 2012
Exam results released	22 March 2012

Paper	Exam date
E1 Enterprise Operations exam	27 February 2012
P1 Performance Operations exam	28 February 2012
F1 Financial Operations exam	27 February 2012
E2 Enterprise Management exam	1 March 2012
P2 Performance Management exam	29 February 2012
F2 Financial Management exam	2 March 2012
E3 Enterprise Strategy exam	29 February 2012
P3 Performance Strategy exam	1 March 2012
F3 Financial Strategy exam	2 March 2012

Fees*

Retake pack	£125/paper + VAT
Exam administration fee (payable to Reed) applicable if sitting exam at Reed Business School	£20/paper + VAT

Upon receipt of your completed enrolment, we will send you a tuition provider exam entry form for completion and return. Please note your exam entry fee must be paid directly to CIMA via your MyCIMA account.

No Pass Free Re-sit

For students eligible for the no pass free re-sit offer from their November 2011 sitting, you can opt for a retake pack and will be given a 50% discount on the retake and exam administration fee. If you choose this option, it can not be taken in conjunction with a revision course at the May 2012 sitting.

* Reed Educational Trust Ltd is funding a bursary scheme through Reed Business School providing grants up to 50% on CIMA course fees at Reed Business School for employees of UK charities. Please contact us for further information.

Enrolment

CIMA Retake March 2012



Surname

First name

Male Female Date of birth

Home address

Postcode

Tel Mobile

Email

Emergency contact details

CIMA contact ID

This information is required for statistical analysis and will be submitted to CIMA

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 on the reverse of this form

Student signature

Date

Have you studied at Reed Business School before? Yes

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

Please ask 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.

Employer's signature

Please print

Employer's title

Date

Purchase order ref:

Methods of payment

Please invoice my employer (if signed above)

I enclose a cheque for £

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

Name on card

Cardholders signature

Card No.

Valid from Expiry date

Issue No. (If applicable) Security No.

Statement address:

Please tick your requirements in the appropriate spaces

	March 2012 Retake Pack								
	E1 £	P1 £	F1 £	E2 £	P2 £	F2 £	E3 £	P3 £	F3 £
Retake Pack	125	125	125	125	125	125	125	125	125
* Exam Admin fee	20	20	20	20	20	20	20	20	20
** Accommodation	35	35	35	35	35	35	35	35	35
Single room supplement	20	20	20	20	20	20	20	20	20
Sub Total									
VAT @ standard rate									
Total									

Payment must be received in full before the retake pack is dispatched

* Please note that the exam registration fee is payable to CIMA via your MyCIMA account

** Accommodation is available the night before the exam if required

March Retake Pack Terms & Conditions

Reed Business School reserves the right, in its sole and absolute discretion, to refuse to accept any booking

Payment Payment must be received in full before the retake pack is dispatched.

Cancelling courses All cancellations to bookings must be made in writing 5 working days prior to the start of the course. If a booking is cancelled within the 5 days or if the student fails to attend the course, the full course fee must be paid immediately.

Deferring If a student wishes to defer a booking to the following sitting within 5 working days of the course start date, there will be an administrative charge of 25 % of the course fee. If that booking is then cancelled at any time, the course fee remains payable.

Amendment to booking An administrative charge of £10 + VAT will be payable 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.

Any CIMA exam on PC system errors resulting in the unsuccessful completion of the PC exam are out of Reed Business School's control and Reed Business School shall not accept any liability in relation thereto.



“I have enjoyed the course a lot. Definitely coming back to continue my studies with Reed”

Dorota Flis
Operational Level

Reed Business School,
The Manor, Little Compton,
Nr Moreton-in-Marsh
Gloucestershire GL56 0RZ



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.

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email cima.contact@cimaglobal.com

