



# CIMA courses & certificate in business accounting

June – December 2021



## Welcome to Reed Business School

We provide the very highest standard of professional accountancy training to help you achieve your goals. Nestled within the heart of the Cotswolds, our school is the perfect setting for breeding success:

- First class tutors who go the extra mile to support every student
- Small classroom learning, blended with online resource sharing
- One stop online/study option, with the facility to share your learning with other students
- 1-to-1 time with expert qualified tutors, including personalised feedback
- A relaxing and friendly atmosphere for you to study in
- Residential facilities

01608 674 224

[www.reedbusinessschool.co.uk](http://www.reedbusinessschool.co.uk)

## CIMA

Reed Business School is a well-established CIMA tuition provider with a long history of delivering excellent results. We structure each level of the qualification in accordance with our winning formula (based on over 50 years in the business), while giving you the flexibility to complete modules at your own pace. Plus:

- CBE exam centre for all CIMA exams
- No pass free re-sit guarantee
- Discount offers when booking multiple papers



# Wherever you are in your journey to becoming CIMA qualified, Reed Business School has the right pathway for you.

If you already have some qualifications, you may be able to skip ahead, or join us for the modules you feel you need extra support on – take a look at possible starting points below:

## 1 Certificate

No qualifications or experience required. An entry-level course designed to build fundamental accountancy knowledge. Aimed at individuals already in a financial role, as well as school leavers and those looking for a career change.

**4 exams**

## 2 Operational

The first level within the full CIMA qualification puts an emphasis on making key short-term decisions. Building on previous accounting knowledge the fundamentals of business tax are covered, as are the tax implications of financing decisions as well as analysing data and using tools to create short-term action plans.

**3 Objective Test papers  
+ 1 case study**

## 3 Management

Focuses on making medium term plans from long-term decisions, incorporating the management and monitoring of performance, and relevant resource allocation. It also covers the preparation and interpretation of financial statements to identify commercial success metrics.

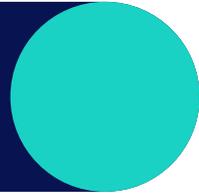
**3 Objective Test papers  
+ 1 case study**

## 4 Strategic

Prepares learners to be leaders – analysing how decisions are made and the impact they have on strategy. You'll discover how to source and identify the finances needed to execute a defined long-term plan while identifying the risks that could harm it.

**3 Objective Test papers  
+ 1 case study**

# CIMA Certificate in business accounting



## Achieve an accounting qualification within one year.

The Certificate in Business Accounting is a qualification that provides a varied and solid business foundation. It also provides a pathway straight into the CIMA Professional Qualification. The Certificate gives a grounding in the basics of business and accounting. Its aim is to ensure an understanding of the principles of book-keeping, budgeting and preparing management and financial accounts. It also examines how formal business relationships between organisations are established and the economic environment in which organisations operate.

The courses are assessed by Computer Based Assessment (CBA) which can be sat at Reed Business School or booked and taken at a Pearson VUE centre.

Paper No.	Exam Duration	Subject
BA1	2 hrs	Fundamentals of Business Economics (FBE)
BA2	2 hrs	Fundamentals of Management Accounting (FMA)
BA3	2 hrs	Fundamentals of Financial Accounting (FFA)
BA4	2 hrs	Fundamentals of Ethics, Corporate Governance & Business Law (FBLW)



25% discount  
when booking  
on 3 papers.



## Tuition

Our courses are scheduled over weekends providing greater flexibility for employers to offer study leave around business requirements whilst also enabling students who do not receive study leave to attend courses. Each module is planned over an approximate 10-week period, therefore all papers can be completed within 12 months.

Modules can be sat in any order and therefore students can start the course at any point in the year.

### We provide:

- Kaplan study material in hard copy and electronic formats
- Study manual
- Aptitude Revision question bank
- Revision cards
- Course notes
- Access to tutor support via email outside of the class
- On-line practice mock exams with the facility to take as open book to aid learning and/or timed for real exam preparation.

The study text and tuition notes will be given to you on day one of the course. If you wish to receive the study text in advance, a charge will be made for p&p.

You will also have an online facility to supplement your learning by practicing exams questions and answers through your Aptitude access.

## Free exam resit

We are fully confident that our Certificate in Business Accounting 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, a free computer based assessment (CBA) attempt at a date by arrangement.

To qualify, students need to have attended all full days of the relevant course and provide evidence of their Pearson exam failure certificate. Students will then be eligible for one free resit per student, with full access to the Teams platform and all course recordings for their revision. This can either be taken at Reed Business School or if booking at a Pearson Centre, Reed will provide a voucher for the exam entry fee.

# CIMA full qualification

Our short courses for each Objective Test (OT) paper are scheduled predominantly over weekends each course lasting between 3 and 6 days.

The courses cover the CIMA learning outcomes, providing you with a structure and clear objectives to equip you to secure a pass.

## We provide:

- Kaplan study material in hard copy and electronic formats
- Study manual
- Aptitude revision question bank
- Revision cards
- Course notes
- Access to tutor support via email outside of the class
- On-line practice mock exams with the facility to take as open book to aid learning and/or timed for real exam preparation.
- Firm funded student will receive reports

All study material will be provided on day 1 of the course. If attended remotely, course materials will be posted to you. If you would like the study manual in advance, please indicate on your enrolment. A P&P fee will be charged.

## Our timetable

We timetable our courses to enable students to focus on one paper at a time, typically following a rolling 12-month study programme to complete one round of Objective Test papers and Case Study exam. The individual duration of each course reflects the complexities of the modules syllabus.

Students are provided the opportunity to sit their Computer Based Assessments (CBA) sessions that can be booked directly with us.

15% discount  
when booking  
on 3 papers.

## Integrated Case Study papers

Our Operational, Management and Strategic case studies are run predominantly over weekends shortly before the exam week, to ensure learnt knowledge remains fresh. These courses are designed to suit students who wish to wholly submerge themselves in their studies and practice Case Study style examinations.

Practice exam scripts, taken during the course, are marked by the course tutor, who provides individual feedback on areas requiring improvement.

Pre-seen materials are released to you approximately seven weeks before your Case Study exam and can be found through your 'MyCIMA' access. We will provide you with a tutor-led walkthrough of these materials, ensuring you pick up all of the relevant information and can consider the relevant technical aspects which may come up in the exam.

Over the course of the weekend you undertake pre-seen analysis and work through some practice exercises to help develop the appropriate skills for the exam. A further mock will be set and marked by your tutor before you leave the course, and you are given one-to-one feedback. A second mock is provided for you to take away to work on independently, which can also be submitted to and marked by the tutor.

### All our Case Study courses include:

- A detailed introduction to the exam
- Pre-seen analysis
- Full set of materials, including case study guidance
- A guide to exam planning, time management, and prioritisation
- Practice exam marked by the tutor with detailed individual guidance on how to improve your performance



## Free exam resit (OT papers)

We are fully confident that our CIMA Professional 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, a free computer-based assessment (CBA) attempt at a date by arrangement.

To qualify, students need to have attended all full days of the relevant course and provide evidence of their Pearson exam failure certificate. Students will then be eligible for one free resit per student per paper, with full access to the Teams platform and all course recordings for their revision. This can either be taken at Reed Business School or if booking at a Pearson Centre, Reed will provide a voucher for the exam entry fee.

## No pass free re-sit Integrated Case Study Subjects

For students that have not been successful at their case study exam, we will offer free support for the next sitting of the same pre-seen. Therefore, for those sitting a case study course with us with an exam in May this will be an August resit and for those sitting the case study course with us and an exam in November this will be the following February. Full access to the Teams platform and course recordings will be available for revision.

### To qualify for the no pass free resit offer, students need to:

- Have attended all days of the course with Reed Business School
- Sat all course exams under exam conditions and scored a minimum of 50% in the final mock
- Exam fees are not included
- One free course will be provided and is only applicable to the Case Study subject as attended in full and not passed
- The free retake course is non transferable.

## Learn in the way that's right for you

We understand that some people are very committed to their studies and are able to undertake several papers at once, while others prefer a slower and more balanced approach. And while our small-group classroom training is second to none in the industry, we've also developed online and blended learning approaches, so you can access our teaching where and when it suits you.

### Classroom

A traditional scheduled programme, with face-to-face tutor led classes at our idyllic Cotswolds school setting.

### Live Online

Live interactive online classes at a set time with expert tutors. Every session is recorded so you can watch them back later.

## Investing in the right technology

We have implemented the Microsoft Teams training platform with an educational license to facilitate training. This integration of our existing programmes with Microsoft Teams will benefit the student experience in many ways:

### Instant access

Each lesson's resources (including recordings of each class) can be saved to the same Team automatically at the end of class.

### Mock exams

We've always been advocates of mock exams, and these will be managed all in one place, improving the student experience.

### Collaboration

Teams can be used to instigate extra tutor support and the opportunity for additional feedback on questions.

### Immediate online student feedback

Using automated feedback forms allows students to have a voice and help enhance the learning experience by being able to submit their feedback easily throughout the course.

### Regular assignment monitoring

We've implemented day to day assignments for certain modules to allow greater insight on student progress.

### Student communication

The Teams app enables instant messaging and allows Tutors and staff to respond to queries quickly.

You will be supported every step of the way by our professional tutors, with full access to revision materials, practice papers, and individualised feedback.



## **Benefits of training at Reed**

Our small class sizes give you the best chance of passing your exams. This approach means our pass rates are consistently above the national average, enabling students to freely ask questions in and out of class.

Students can also spend time together through the Teams platform, it's a great way to connect with other professionals and support each other.

Our small team of dedicated tutors are all experts in their subjects and teach equivalent papers to a high level. Your subject tutor will be available via email to support you out of class.

- Specialist tutor team giving excellent pass rates
- No pass free resit
- Predominantly weekend courses

Our school in the heart of the Cotswolds offers premium residential facilities, enabling students to avoid the demands of day-to-day domestic chores and daily commuting, with all meals provided.

Students can attend on either a residential or non-residential basis.

## **Computer based exams**

CIMA is working in partnership with Pearson VUE to host both the objective test and integrated case study exams at their centres throughout the country. Reed Business School is a closed Pearson VUE test centre and we will provide the option to our students to sit their exam with us. Please contact us for availability.

## **Student registration**

Please note that you must have registered with CIMA and received your CIMA contact I.D. before you can book on a Computer Based Assessment (CBA). Details of how to register:

[www.cimaglobal.com/Starting-CIMA/Starting-CIMA/Registration](http://www.cimaglobal.com/Starting-CIMA/Starting-CIMA/Registration)





## Residential options

The Business School provides optional residential facilities giving students an ideal chance to get away from distractions and domestic chores and use the time to concentrate on studies when attending our classroom based courses. We have 10 properties within a few minutes walk from the Manor offering a range of twin, single and premium en-suite rooms to meet your budget.

Rooms are serviced daily and all meals (breakfast, lunch and evening meal) are provided within the fee. Our head chef receives superb reviews and offers a range of choices to suit your requirements.

Our premium rooms are single/double rooms for single occupancy with en-suite facilities and are of a higher standard to our shared and standard single rooms. These are limited and are allocated on a first come first served basis so you need to book up early to secure one of our high standard premium rooms.

### **Residential fees**

Rooms are priced from £65 per night (excluding VAT).

Residential fees are subject to availability.

All start times are 9.00am

Tuition course ■

Case study (standard full course) ■

Case study retake (only course) ■

## CIMA 2021 dates

### Certificate level

		Aug		Sep		Oct	Nov	tbc			
		7	8	28	29	25	26	23	24	20	21
BA1	Fundamentals of Business Economics										<span style="color: orange;">■</span>
BA2	Fundamentals of Management Accounting										<span style="color: orange;">■</span>
BA3	Fundamentals of Financial Accounting	<span style="color: orange;">■</span>									
BA4	Fundamentals of Ethics, Corporate & Business Law						<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	

### Professional level

		Jun				Jul				Aug				Sep									
		5	6	12	13	25	26	27	10	17	18	31	1	20	21	22	27	28	29	10	11	12	
<b>Operational Level</b>																							
E1	Organisational Management																				<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>
P1	Management Accounting			<span style="color: orange;">■</span>	<span style="color: orange;">■</span>		<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>														
F1	Financial Reporting and Taxation																						
	Operational Case Study											<span style="color: blue;">■</span>											
<b>Management Level</b>																							
E2	Project and Relationship Management																<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>				
P2	Advanced Management Accounting					<span style="color: orange;">■</span>	<span style="color: orange;">■</span>			<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>											
F2	Advanced Financial Reporting																						
	Management Case Study											<span style="color: blue;">■</span>											
<b>Strategic Level</b>																							
E3	Strategic Management																<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>				
P3	Risk Management																						
F3	Financial Strategy																						
	Strategic Case Study											<span style="color: blue;">■</span>											

		Oct										Nov											
		2	3	9	10	15	16	17	18	22	23	24	25	30	31	6	7	12	13	14	27	28	
<b>Operational Level</b>																							
E1	Organisational Management																						
P1	Management Accounting																						
F1	Financial Reporting and Taxation							<span style="color: orange;">■</span>	<span style="color: orange;">■</span>							<span style="color: orange;">■</span>	<span style="color: orange;">■</span>				<span style="color: orange;">■</span>	<span style="color: orange;">■</span>	
	Operational Case Study					<span style="color: teal;">■</span>	<span style="color: teal;">■</span>			<span style="color: teal;">■</span>	<span style="color: teal;">■</span>			<span style="color: teal;">■</span>									
<b>Management Level</b>																							
E2	Project and Relationship Management																						
P2	Advanced Management Accounting																						
F2	Advanced Financial Reporting	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>								<span style="color: orange;">■</span>	<span style="color: orange;">■</span>								<span style="color: orange;">■</span>	<span style="color: orange;">■</span>		
	Management Case Study			<span style="color: teal;">■</span>	<span style="color: teal;">■</span>									<span style="color: teal;">■</span>	<span style="color: teal;">■</span>			<span style="color: teal;">■</span>					
<b>Strategic Level</b>																							
E3	Strategic Management																						
P3	Risk Management																						
F3	Financial Strategy	<span style="color: orange;">■</span>	<span style="color: orange;">■</span>								<span style="color: orange;">■</span>	<span style="color: orange;">■</span>									<span style="color: orange;">■</span>		
	Strategic Case Study							<span style="color: teal;">■</span>	<span style="color: teal;">■</span>		<span style="color: teal;">■</span>	<span style="color: teal;">■</span>					<span style="color: teal;">■</span>						

If you are unsure of which papers to sit next for your own individual circumstances please email us at [rbs.reed@reedbusinessschool.co.uk](mailto:rbs.reed@reedbusinessschool.co.uk) or call us on 01608 674224.

## Course fees

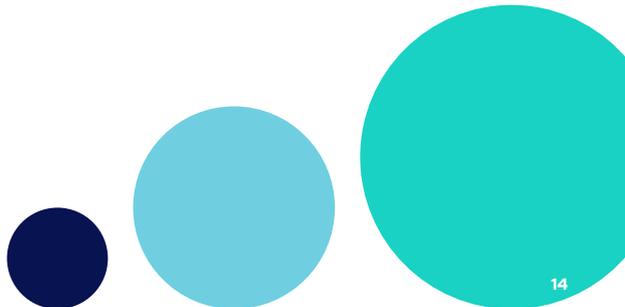
### Certificate level

Paper	Course length	Tuition fees
BA1 Fundamentals of Business Economics	4	£410.40
BA2 Fundamentals of Management Accounting	4	£410.40
BA3 Fundamentals of Financial Accounting	6	£537.60
BA4 Fundamentals of Ethics, Corporate Governance & Business Law	4	£410.40

### Professional level

Paper	Course length	Tuition fees
<b>Operational Level</b>		
E1 Organisational Management	3	£480.00
P1 Management Accounting	5	£800.40
F1 Financial Reporting and Taxation	6	£960.00
<b>Management Level</b>		
E2 Project and Relationship Management	3	£480.00
P2 Advanced Management Accounting	5	£800.40
F2 Financial Strategy	6	£960.00
<b>Strategic Level</b>		
E3 Strategic Management	3	£480.00
P3 Risk Management	5	£800.40
F3 Financial Management	5	£800.40
<b>Integrated courses</b>		
Operational Case Study	5	£1,146.00
Management Case Study	5	£1,032.00
Management Case Study (February Retake)	2	£458.40
Strategic Case Study	5	£1,146.00

All prices include VAT



## Student Details

Surname

First Name

Gender  Male  Female

Date of birth

Home address

Postcode

Telephone

Mobile

Email (private)

Email (work)

Qualification

Student registration number

Emergency contact name

Emergency contact telephone

Please tick to give consent to receive email, texts, post or phone calls from Reed Business School using the information above.

Please advise of any prior attainment or relevant qualifications (e.g. AAT, A-Levels, Degree or subject exemptions)

Do you have any dietary requirements?

- Vegetarian
- Dairy Free
- Nut Allergy
- No Fish
- Wheat Free
- Vegan
- Other (please specify)

Do you consider yourself to have any disabilities, health problems or learning difficulties? (if yes, please specify)

- Prefer not to say
- Not provided
- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Profound complex disabilities
- Social and emotional difficulties
- Mental health difficulties
- Moderate learning difficulties
- Severe learning difficulties
- Dyslexia
- Dyscalculia
- Autism spectrum disorder
- Asperger's syndrome
- Temporary disability after illness or accident
- Speech, language and communication needs
- Other physical disabilities
- Other specific learning difficulty (e.g. Dyspraxia)
- Other medical condition (e.g. Epilepsy, Asthma)
- Other learning difficulty
- Other disability

I have read and accept the terms and conditions

Student signature

Date

Have you studied at Reed Business School before?

Yes  No

How did you hear about Reed Business School?

Course Fees to be paid by:

Student  Employer

Are you attending as an Apprentice with Reed Business School?

Yes  No

## Employers Details

Company name

Company address

Post code

Telephone

Employer/ Training Manager name (print)

Title

Email

Please sign to confirm you have read and accept our terms and conditions

Employer/ Training Manager signature

Date

## Methods of Payment

- Please Invoice my employer
- I enclose a cheque for £ (made payable to Reed Business School)
- Please charge my credit/debit card in respect of the courses listed overleaf and any outstanding fees in respect of the courses booked

Name on card

Cardholders signature

Card number

Valid from

Valid until

Security code

Statement address

## CIMA Certificate

	Tuition course	P&P	Computer based exam	
BA1	410.40	10.80	114.00	Exam date
BA2	410.40	10.80	114.00	Exam date
BA3	537.60	10.80	114.00	Exam date
BA4	410.40	10.80	114.00	Exam date

Please tick if you are paying in full upon enrolment.

Please tick if you wish to be invoiced in instalments (please refer to T&Cs).

Please tick here if you intend to book 3 or more CIMA certificate papers and get 25% discount.

## CIMA Professional

	Operational Level				Management Level				Strategic Level			
	E1 £	P1 £	F1 £	Full C/S (Nov)	E2 £	P2 £	F2 £	Full C/S (Nov)	E3 £	P3 £	F3 £	Full C/S (Nov)
Tuition course	480.00	800.40	960.00	1,146.00	480.00	800.40	960.00	1,032.00	480.00	800.40	800.40	1,146.00
Computer based exam	132.00	132.00	132.00	222.00	150.00	150.00	150.00	228.00	210.00	210.00	210.00	330.00
Exam date												
P&P	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80

Please tick here if you intend to book on all 3 OT subjects within a level. A discount of 15% will be given off all OT tuition fees. The discount will be applied on the last paper you book for that level.

# Reed Business School

## Terms & Conditions

These terms and conditions (the “Terms”) shall apply to your purchase of any Course from us. Please ensure that you read and accept these Terms prior to submitting an Order.

### 1. Definitions

- a) “Course” means the training course offered by us and purchased by you;
- b) “Delegate” means the person who will be attending the Course;
- c) “Fee” means the price payable for the Course and/or the Materials;
- d) “Materials” means the documents which accompany or supplement a Course;
- e) “Order” means your request to purchase a Course;
- f) “Trade Marks” means all names, marks, symbols and logos from time to time owned by, registered by or licensed to us, including without limitation “Reed Business School”;
- g) “we/us/our” refers to Reed Business School Limited, having its registered office at The Manor, Little Compton, Moreton-in-Marsh, Gloucestershire GL56 0RZ;
- h) “Website” means [www.reedbusinessschool.co.uk](http://www.reedbusinessschool.co.uk), or any other website we may designate from time to time;
- i) “you/your” refers to the Delegate and/or the person or organisation which has purchased the Course on behalf of the Delegate, as the case may be.

### 2. The Contract

- 2.1 By making an Order, you agree that you have read, understood and accepted these Terms.
- 2.2 When you submit an Order to us, this does not mean that we have accepted or will accept your Order. Our acceptance of your Order will only take place when we issue you with a written acceptance of the Order by confirming a place for you at the relevant Course, at which point a legally binding contract will come into existence between you and us. If, for any reason, we are unable to accept your Order, we will inform you of this and we will not process the Order.

### 3. Payment Terms

- 3.1 Orders must be accompanied by full payment of the Fee or your employer’s authorisation to be invoiced for the Fee.
- 3.2 Where an instalment plan payment has been requested, each payment must be paid no later than 15 working days before the start of each course or within the due date specified on our invoice, whichever is sooner. A schedule of the instalment payment plan with payment terms will be provided with the initial invoice. Valid Debit/Credit card details must be provided in order to pay by instalments.
- 3.3 Where your employer has agreed to pay the Fee, full payment is due no later than 15 working days before the Course start date or within the due date specified on our invoice, whichever is sooner. Orders made within 15 working days of the Course start date shall require immediate payment.
- 3.4 If we do not receive the Fee in accordance with these Terms, we reserve the right to refuse you access to the Course.
- 3.5 In the event of late payment of the Fee, we reserve the right to charge interest on all outstanding sums at the rate of 5% above the Bank of England’s base rate per annum accruing daily from the last date that payment was due until the date that payment is made.
- 3.6 You acknowledge and agree that you will not be entitled to make any claim or bring legal proceedings in respect of any refund, credit note, overpayment or other repayment, howsoever arising, 4 years after the date on which the relevant payment was made.
- 3.7 VAT shall be payable on all Fees at the prevailing rate.

### 4. Courses and Ancillary Services

- 4.1 Subject to clauses 2.2 and 7.1, we shall provide the Course purchased by you at the agreed time and location. It is your responsibility to satisfy yourself of the Course’s suitability for your needs.
- 4.2 You may purchase additional Materials relevant to your Course by submitting an Order. A contract will only be made upon our confirmation that we will deliver the Materials. Payment in full of the Fee for the Materials must be made before we will deliver.
- 4.3 We reserve the right to sub-contract the delivery of the Course and/or the performance of any ancillary services without prior notice. Sub-contracting will not relieve us of our obligations under the Terms.
- 4.4 We reserve the right to amend, substitute, modify and/or improve the content, format or delivery of any Course (in whole or in part) from time to time. Reasons for this may include (without limitation) changes to qualifications made by appropriate certifying bodies, and ongoing improvements or efficiencies which may be required by us. Such changes may be made without your prior consent.
- 4.5 We reserve the right to suspend any web-related services (including but not limited to the Website) without prior notice.
- 4.6 We do not guarantee that the Website is free of defects, viruses or other malware. It is your responsibility to use up to date anti-virus software and/or other appropriate measures to protect your security online.
- 4.7 You are responsible for the safe keeping of any user IDs and passwords (“Login Details”). You shall be liable for all Orders made using your Login Details. You should notify us immediately if your Login Details have been compromised.

### 5. Registration and Reporting

- 5.1 We are not responsible for registering Delegates with any professional body. We will register the Delegate only for computer based exams held by us at our premises, provided the Delegate has registered with the relevant professional body.
- 5.2 Written reports on the Delegate’s progress may be sent to the Delegate’s employer at the employer’s request.
- 5.3 If a Delegate has booked onto an ACCA or CIMA course, the Delegate agrees, or the employer shall procure that the Delegate agrees, to us submitting to ACCA or CIMA (as appropriate) the Delegate’s date of birth, ACCA/CIMA registration number, and details of the Course(s) attended, in order for the Delegate’s exam results to be released to us for statistical purposes only, which will remain strictly confidential.
- 5.4 If the delegate has applied and been granted an exemption, and subsequently chooses to sit the exam, the delegate must communicate in writing to us no less than 14 days prior to the scheduled exam date of this intention.

## 6. Your Right to Cancel, Defer, or Transfer

- 6.1 If you are a consumer, you have a statutory right to cancel any contract entered into under these Terms in accordance with the statutory Cancellation Policy, however, Materials may not be cancelled and returned if they are audio or video recordings or software and the seal in the wrapping has been broken.
- 6.2 In addition to any statutory right to cancel, you may cancel an Order subject to a cancellation fee of either:
- £100 + VAT if cancelled more than 15 working days before the Course start date, or
  - 100% of the Fee + VAT if cancelled 15 working days or less before the Course start date.
- 6.3 Any request to defer your Course or transfer to another Course will be subject to our approval in our absolute and sole discretion. If such request is made 15 working days or less before the Course start date, you may incur an additional fee.
- 6.4 Should you wish to defer or transfer:
- if the deferred or new Course is of equal or lesser value, no refund will be given;
  - if the deferred or new Course is of greater value, you will need to pay the balance.
- 6.5 Notice of Course cancellation, deferral or transfer should be sent in accordance with clause 11.2.
- 6.6 For Apprentices who are withdrawn from an Apprenticeship program before it has been completed, any applicable refund of the employers contribution will be at the discretion of Reed Business School.

## 7. Termination or Cancellation by Us

- 7.1 We reserve the right to cancel, reschedule or change the location of your Course at any time. In these circumstances, you will be offered a refund of any amount you have already paid towards the Fee. We will not be liable for any expenses incurred by you unless the Course has been cancelled within 7 working days of the Course start date, when we will refund to you a maximum of £100 + VAT upon your production of original expense receipts.
- 7.2 We may terminate this contract with immediate effect and without liability to refund you if:
- You are in breach of these Terms and such breach is incapable of remedy or you have failed to remedy such breach within 7 days of notification; or
  - In our reasonable opinion, you are abusing the Course, Materials and/ or the Website or acting in any way which interferes with our intellectual property rights or damages our reputation.
- 7.3 In the event of termination or cancellation (other than under clause 6.1), you shall upon demand return all Materials which have not been paid for within 7 days.

## 8. Liability

- 8.1 We will not be liable to you for any claims, liabilities, losses, damages, costs, expenses, fines and/or penalties unless they are caused directly by our negligence and/or breach of these Terms.
- 8.2 Subject to clause 8.4 below, we shall not be liable to you for any (a) loss of profit, revenue, business, opportunity, goodwill, interest or savings, whether direct or indirect, howsoever arising, (b) for any consequential, economic, indirect or special loss howsoever arising.
- 8.3 Subject to clause 8.4 below, under no circumstances shall our liability to you (whether in contract, tort (including negligence), breach of statutory duty or otherwise) exceed the Fee.
- 8.4 Neither party shall exclude or limit their liability to the other for (a) death or personal injury caused by negligence, (b) fraud or fraudulent misrepresentation, or (c) any other liability which by law cannot be excluded or limited.
- 8.5 Neither party shall be liable for any failure or delay in performing their obligations under these Terms if such failure or delay was caused by any event outside that party's reasonable control.

## 9. Information Management

- 9.1 We will use any personal data (as defined by the Data Protection Act 1998) collected during the course of your dealings with Us in accordance with UK data protection legislation and our Privacy Statement (as set out on our Website).

## 10. How we may use your personal information

- 10.1 How we will use your personal information. We will use the personal information you provide to us:
- To supply a Course to you;
  - To process your payment for a Course;
  - To book an exam on your behalf if applicable; and
  - If you agreed to this during the enrolment process, to inform you about similar Courses that we provide, but you may stop receiving these at any time by contacting us.
- 10.2 We may share your personal information:
- If you are a sponsored student, we will share your data, course attendance and test results with your employer or any other party responsible for paying your fees.
  - With any one of AAT, ACCA, CIMA, CIOT and ICAEW as the relevant professional body for your Course.
  - With other companies or organisations we have hired to perform services on our behalf including, without limitation, training services, carrying out market research, facilitating some aspects of our site and services, managing our database, contacting you, sending e-mail and fulfilling your requests. These other companies may be supplied with or have access to your personal data solely for the purpose of providing these services to us or on our behalf. We are the data controller and will remain accountable for the personal information.
  - We may disclose personal information, as permitted or required by law, and to: (i) respond to inquiries or requests from governmental or public authorities; (ii) protect our rights, privacy, safety or property; (iii) permit us to pursue available remedies or limit damages that we may sustain; and (iv) enforce our agreements, including without limitation our enrolment terms and conditions.
- 10.3 As an accredited ACCA Platinum Approved Learning Provider, our pass rates are audited by ACCA. Your ACCA registration number and DOB are provided to ACCA for these purposes. Information is confidential and used for statistical purposes only.

## 11. Contact Us

- 11.1 If you have any queries about your Course/Order or wish to make a complaint, please contact us by email at [rbs.reed@reedbusinessschool.co.uk](mailto:rbs.reed@reedbusinessschool.co.uk) or by post to The Manor, Little Compton, Moreton-in-Marsh, Gloucestershire GL56 0RZ.
- 11.2 Notices and other communications from you must be in writing and may be delivered by hand or sent by first class post or by email to the appropriate address in clause 10.1 above. Any notice or document shall be deemed served (a) if delivered by hand, at the time of delivery; (b) if posted, 2 working days after posting; or (c) if sent by email, at the time of acknowledgment by us.
- 11.3 All complaints must be notified to us within 10 working days of the end of the Course.

## 12. Acceptable Use

- 12.1 You agree to abide by all applicable laws, regulations, and codes of conduct and will ensure that your use of the Materials does not infringe upon the rights of others.
- 12.2 All content made available to you (including without limitation our Website) belongs to us or our licensors (and may be subject to separate terms). Any access to, retrieval and/or display of such content is solely for your personal and non-commercial use. We or our licensors own the copyright and all other intellectual property rights associated with such content, save where otherwise stated.
- 12.3 You acknowledge that we own the Trade Marks and that you may not use any of them without our prior written permission. You understand that other products, company names and logos mentioned or displayed in the Materials, Website or our other content may be the trade marks, service marks or trading names of third parties.

### 13. Code of Conduct

- 13.1 You shall comply with all reasonable instructions or directions given by us in respect of the Courses, Materials, and our premises and property.
- 13.2 You shall not do anything which adversely affects our rights and interests, including but not limited to:
- a) copying, reproducing, modifying, redistributing or in any way commercially exploiting the Courses, Materials, Website or other content (other than as allowed under these Terms);
  - b) damaging, interfering with or disrupting access to our Website or electronic services or doing anything which may interrupt or impair their functionality;
  - c) making available, uploading, or distributing by any means any material or files that contain any viruses, bugs, corrupt data or any other harmful software;
  - d) falsifying the true ownership of the Courses, Materials, Website and other content;
  - e) obtaining or attempting to obtain unauthorised access, through whatever means, to the Courses, Website, our services, computer systems, or network, or those belonging to any of our partner organisations;
  - f) setting up links from any website controlled by you to our Website or our services or other content, without our express written permission.

### 14. Special Offers

- 14.1 From time to time, we may offer certain special offers and/or discounts on our Website. All offers and discounts are made at our discretion and can be withdrawn by us at any time, for any reason and without prior notice.
- 14.2 Offers and discounts only apply in the stated period to the stated products.
- 14.3 Offers and discounts cannot be applied retrospectively to Courses/Materials already ordered. You cannot cancel or defer a Course or transfer to another Course in order to take advantage of a special offer or discount.
- 14.4 Offers and discounts cannot be used in conjunction with any other offer or discount unless specifically stated otherwise.

### 15. Other Important Terms

- 15.1 These Terms shall be subject to the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.
- 15.2 Each provision of these Terms is severable and distinct from the others. If a provision of these Terms is held to be or becomes illegal, invalid or unenforceable in any respect by a court or relevant authority of competent jurisdiction, it shall to that extent be deemed not to form part of these Terms but this shall not affect the legality, validity or enforceability of the remainder of these Terms which shall continue in full force and effect.
- 15.3 If either party does not exercise any right or remedy under these Terms, this will not be taken to mean that such right or remedy has been waived.
- 15.4 A person who is not a party to this contract shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of the Terms. For the avoidance of doubt, where a person or organisation has purchased the Course on behalf of a Delegate, such person/organisation shall be a party to this contract and shall be responsible for ensuring compliance by the Delegate(s) with these Terms.
- 15.5 You may not transfer your rights or obligations under these Terms to anyone else unless we have given permission in writing. For the avoidance of doubt, this includes substitution of Delegates.
- 15.6 The Courses and Materials provided by us do not constitute and cannot be relied upon for legal advice. You should consult a solicitor for legal advice. Neither we nor our employees, trainers or consultants accept responsibility for your actions or losses, or those of third parties with access to the Courses and/or Materials, as a result of reliance on the Courses and/or Materials as legal advice.
- 15.7 Visa applications: It is the full responsibility of the student to comply with any visa requirements.

### Cancellation Policy

#### Right to Cancel

You have the right to cancel a contract entered into under the Terms ("Contract") within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day (i) of our acceptance of your Order, for purchased Courses; or (ii) on which you, or a third party indicated by you (other than the carrier), acquire physical possession of the Materials, for purchased Materials.

To exercise the right to cancel, you must inform us of your decision to cancel by a clear statement (e.g. a letter sent by post to the address on the attached model cancellation form, or an e-mail sent to [rbs.reed@reedbusinessschool.co.uk](mailto:rbs.reed@reedbusinessschool.co.uk)). You may use the attached model cancellation form, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

#### Effects of cancellation

If you cancel a Contract, we will reimburse to you all payments received from you, including the costs of delivery (except for supplementary costs arising if you chose a type of delivery other than the least expensive type of standard delivery offered by us).

We may make a deduction from the reimbursement for loss in value of any goods supplied, if the loss is the result of unnecessary handling by you.

We will make the reimbursement without undue delay, and not later than:

- a) 14 days after the day we receive back from you any goods supplied, or
- b) (if earlier) 14 days after the day you provide evidence that you have returned the goods, or
- c) if there were no goods supplied, 14 days after the day on which we are informed about your decision to cancel the Contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement. We may withhold reimbursement until we have received the goods back or you have supplied evidence of having sent back the goods, whichever is the earliest.

You shall send back the goods to Reed Business School, The Manor, Little Compton,

Moreton-in-Marsh, Gloucestershire GL56 0RZ without undue delay and in any event, not later than 14 days from the day on which you communicate your cancellation of the Contract to us. The deadline is met if you send back the goods before the period of 14 days has expired.

You will have to bear the direct cost of returning the goods. You are only liable for any diminished value of the goods resulting from the handling other than what is necessary to establish the nature, characteristics and functioning of the goods.

If you requested to begin performance of services during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation of the Contract, in comparison with the full coverage of the Contract.



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The only option for those serious about studying;  
amazing facilities and great tutors.

Ben, CIMA Student

# Reed Business School

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

01608 674224  
rbs.reed@reedbusinessschool.co.uk  
www.reedbusinessschool.co.uk



## CIMA Contact Details

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London SW1P 4NP

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cima.contact@cimaglobal.com