

Computer Based Exam Entry Form

Please complete the below to book a computer based exam at Reed Business School.

Name: Telephone:
 Address: Qualification (ACCA/CIMA/ICAEW):
 ACCA/ICAEW Registration Number:
 CIMA Contact ID:
 Email address: DOB:

	CBE Exam	Accommodation (if required)	List dates & number of nights	Accommodation Total £
Exam Date(s)		Date(s)		
Subject(s)		Shared/night £48 please tick <input type="checkbox"/>		
Exam fee £		Single/night £66 please tick <input type="checkbox"/>		
		Premium/night £78 please tick <input type="checkbox"/>		
Total £				
TOTAL Enclosed £ (Exam fee & accommodation)				

Full payment required with Computer Based Exam booking.

Acceptance of booking is based on availability.

When booking a CBE Pearson exam (ie ICAEW E-Assessments or CIMA exams), you should receive an automated email from Pearson to confirm your exam booking has been made. If you have not received an automated Pearson email within 2 working days ahead of your exam please contact us.

For CIMA Case Study exam bookings if you have not received confirmation from Pearson within 5 working days ahead of the exam entry deadline, please contact us immediately.

If Delegate has applied and been granted an exemption and subsequently chooses to sit the exam, the delegate MUST communicate to us no less than 14 days prior to the scheduled exam.

To defer a booking please see 4.3/4.4 in the T&Cs, PLEASE NOTE: any change MUST be in writing and received 5 working days prior to the booking (see 8.2 in the T&Cs for further details).

Methods of payment

- I enclose a cheque for £
made payable to: **Reed Business School**
- Credit/debit card – please charge my credit/debit card in respect of the exam(s) accommodation booked above.

Name on card

Cardholders signature

Card No.

Valid from Expiry date

Issue No. (if applicable) Security No.

Statement address:

.....

I have read and accept the terms of business

Student signature

Date

Purchase order ref:

REED BUSINESS SCHOOL

Terms & Conditions

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

1. Definitions

- a) “Exam” means the computer based exam offered by us and purchased by you;
 - b) “Delegate” means the person who will be taking the exam;
 - c) “Fee” means the price payable for the Exam;
 - d) “Order” means your request to purchase an exam;
 - e) “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”;
 - f) “we/us/our” refers to Reed Business School Limited, having its registered office at The Manor, Little Compton, Moreton-in-Marsh, Gloucestershire GL56 0RZ;
 - g) “Website” means <http://www.reedbusinessschool.co.uk>, or any other website we may designate from time to time;
 - h) “you/your” refers to the Delegate and/or the person or organisation which has purchased the exam on behalf of the Delegate, as the case may be.
- 4.2 In addition to any statutory right to cancel, you may cancel an Order subject to a cancellation fee of either:
 - a) A refund if cancelled more than 5 working days before the exam date, or
 - b) 100% of the Fee + VAT if cancelled 5 working days or less before the exam date.
 - 4.3 Any request to defer your exam will be subject to our approval in our absolute and sole discretion.
 - 4.4 Notice of exam cancellation, deferral or transfer should be sent in accordance with clause 8.2.

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 exam, 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.
- 5.1 We reserve the right to cancel, reschedule or change the location of your exam 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 exam has been cancelled within 1 working day of the exam start date, when we will refund to you a maximum of £20 + VAT upon your production of original expense receipts.
 - 5.2 We may terminate this contract with immediate effect and without liability to refund you if:
 - a) 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
 - b) In our reasonable opinion, you are abusing the exam regulations.

3. Payment Terms

- 3.1 Orders must be accompanied by full payment of the Fee.
 - 3.2 If we do not receive the Fee in accordance with these Terms, we reserve the right to refuse you access to the exam.
 - 3.3 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.
 - 3.4 VAT shall be payable on all Fees at the prevailing rate.
- 6.1 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.
 - 6.2 Subject to clause 6.4 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.
 - 6.3 Subject to clause 6.4 below, under no circumstances shall our liability to you (whether in contract, tort (including negligence), breach of statutory duty or otherwise) exceed the Fee.

4. Your Right to Cancel, Defer, or Transfer

- 4.1 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.
- 6.4 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.
 - 6.5 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.

7. Information Management

- 7.1 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).

8. Contact Us

- 8.1 If you have any queries about your Order or wish to make a complaint, please contact us by email at rbs.reed@reedbusinessschool.co.uk or by post to The Manor, Little Compton, Moreton-in-Marsh, Gloucestershire GL56 0RZ.
- 8.2 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 8.1 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 if sent by email, at the time of acknowledgment by us.
- 8.3 All complaints must be notified to us within 10 working days of the end of the exam.

9. Acceptable Use

- 9.1 You agree to abide by all applicable laws, regulations, and codes of conduct.
- 9.2 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.
- 9.3 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.

10. Code of Conduct

- 10.1 You shall comply with all reasonable instructions or directions given by us in respect of the exam invigilation requirements, and our premises and property.
- 10.2 You shall not do anything which adversely affects our rights and interests, including but not limited to:
- obtaining or attempting to obtain unauthorised access, through whatever means, to the exam, Website, our services, computer systems, or network, or those belonging to any of our partner organisations;
 - setting up links from any website controlled by you to our Website or our services or other content, without our express written permission.

11. Other Important Terms

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 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 exam 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.
- 11.5 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.

Cancellation Policy Right to Cancel

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 of our acceptance of your Order, for purchased exam.

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, or an e-mail sent to rbs.reed@reedbusinessschool.co.uk).

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.

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