



CIMA courses & certificate in business accounting

January – July 2022



Welcome to Reed Business School

We provide the very highest standard of professional accountancy training to help you achieve your goals.

Our courses are structured for classroom face to face teaching. In response to COVID, students are provided with the option to attend face to face or to attend remotely as live on-line. Our recommendation is students attend face to face as we feel this offers many benefits from remote learning however we also understand that certain circumstances may reduce this first choice option.

Benefits of attending Reed Business School courses include:

- Nestled within the heart of the Cotswolds, our school is the perfect setting for breeding success
- Dedicated, experienced tutors who are subject specialists who will support you through your studies
- Small classroom based learning with likeminded peers to share your studies with
- Courses are hosted on Teams with all the materials in a digital format and all classes recorded for you to refresh and replay during your home studies
- A relaxing and friendly environment for you to concentrate on your studies
- Residential facilities for those who do not live locally or want to take the advantage to use the valuable time whilst staying at the Business School to continue your studies with no domestic, travel or other distractions

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

Professional Accounting Apprenticeship

The CIMA qualification can also be undertaken as part of an apprenticeship in Professional Accounting/ Tax Technician qualification. Please contact us for further information on apprenticeships. For more information on the CIMA Apprenticeship visit:

www.reedbusinessschool.co.uk/apprenticeships



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 Operational is the first level and focuses on the short term and the implementation of decisions. Students will be able to work with others in the organisation and use appropriate data and technology to translate medium term decisions into short term actionable plans.

After successfully completing this level, students will receive the CIMA Diploma in Management Accounting (CIMA Dip MA).

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

3 Management

The Management is the second level and focuses on translating long term decisions into medium term plans. Candidates will be able to use data and relevant technology to manage organisational and individual performance, allocate resources to implement decisions; monitor and report implementation of decisions; as well as prepare and interpret financial statements to show performance.

On completion, you receive the CIMA Advanced Diploma in Management Accounting (CIMA Adv Dip MA).

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

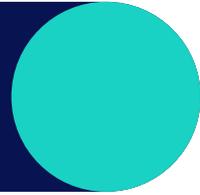
4 Strategic

The Strategic is the third level and focuses on long term strategic decision making. Candidates will be able to support organisational leaders to craft strategy; evaluate and manage risks that might prevent organisations from successfully implementing strategy; value organisations; and source financial resources required to implement strategy.

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

On successful completion of the practical experience requirements, students will be admitted to associate membership and granted the associate chartered management accountant (ACMA) and Chartered Global Management Accountant (CGMA) designations.

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 (CBE) 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
BA2	2 hrs	Fundamentals of Management Accounting
BA3	2 hrs	Fundamentals of Financial Accounting
BA4	2 hrs	Fundamentals of Ethics, Corporate Governance & Business Law



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
- 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.

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

You will be provided with CIMA Aptitude practice exams in CBE format to practice questions as part of your home study.

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 (CBE) 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 manual
- Kaplan Revision question bank
- Course notes
- Revision cards
- CIMA Aptitude on-line CBE exam practice
- Course Assessment
- Access to your tutor via your subject Team

Student material will be provided on day 1 of the course. If you would like the study materials posted to you 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 (CBE) 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 minimum of 2 mocks will be set and marked by your tutor providing feedback.

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 exams 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 (CBE) 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 face to face

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

We will contact you to confirm if the face to face course option is available.

Hybrid Live On-Line

Join the class remotely live on-line. Please note this is not designed as 'catch-up' and students need to attend in real-time to have the opportunity to engage with the tutor and class peers.

The course is taught via Teams and all students attending either classroom or remote will need a laptop to attend. Classes are recorded and available to view throughout your studies.

Investing in the right technology

All our courses are delivered via Microsoft Teams. This platform provides many benefits to the student experience:

Instant access

Every teaching day is recorded and saved to the subject Team.

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.

Mock exams

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

Collaboration

All communication with your tutor is via Teams – providing a full audit record with useful additional resources easily shared.

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. You will have digital copies of all your materials, practice exams and tutor de-brief.



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 dedicated team of tutors are all experts in their subject and teach equivalent papers to a high level. Your subject tutor can be contacted via your Team chat in and 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 (CBE). Details of how to register:

<https://www.cimaglobal.com/Starting-CIMA/Starting-CIMA/Registration/Student-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.

With effect from 24 February 2022, when the Government withdrew the legal restriction to self isolate, we have re-introduced the option of booking our twin room accommodation. Single room accommodation remains an option (subject to demand).

Our premium rooms are single/double rooms for single occupancy with ensuite 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 £68.40 per night (including VAT).

Residential options are subject to availability.

All start times are 9.00am

Tuition course ■

Case study (standard full course) ■

Case Study Remote Debrief ■

Computer Based Exam ■

CIMA 2022 dates

Certificate level

		Apr		May				Jun			Jul				Aug		Sep		Oct				Nov
		9	10	7	8	28	11	18	19	20	23	30	13	14	10	17	18	01	08	22	29	26	
BA1	Fundamentals of Business Economics						■	■	■	■	■												
BA2	Fundamentals of Management Accounting	■	■	■	■	■																	
BA3	Fundamentals of Financial Accounting																	■	■	■	■	■	
BA4	Fundamentals of Ethics, Corporate & Business Law											■	■	■	■	■	■					■	

Professional level

		Jan		Feb				Mar				Apr										
		29	30	5	6	13	20	26	27	13	19	20	26	2	3	9	10	21	22	23	24	30
Operational Level																						
E1	Managing Finance in a digital world																					
P1	Management Accounting					■	■	■		■			■									
F1	Financial Reporting																					
OCS	Operational Case Study															■	■	■	■			■
Management Level																						
E2	Managing Performance																					
P2	Advanced Management Accounting			■	■					■	■		■									
F2	Advanced Financial Reporting																					
MCS	Management Case Study																	■	■			■
Strategic Level																						
E3	Strategic Management																					
P3	Risk Management				■	■				■	■		■									
F3	Financial Strategy																					
SCS	Strategic Case Study																				■	■

		May				Jun						Jul					
		6	7	8	9	14	15	16	11	12	19	26	2	3	10	23	24
Operational Level																	
E1	Managing Finance in a digital world					■	■	■									
P1	Management Accounting																
F1	Financial Reporting								■	■	■	■	■	■	■	■	■
OCS	Operational Case Study																
Management Level																	
E2	Managing Performance			■	■	■											
P2	Advanced Management Accounting																
F2	Advanced Financial Reporting								■	■		■	■	■	■	■	■
MCS	Management Case Study			■													
Strategic Level																	
E3	Strategic Management		■	■	■												
P3	Risk Management																
F3	Financial Strategy								■	■		■	■			■	
SCS	Strategic Case Study																■

If you are unsure of which papers to sit next for your own individual circumstances please email us at 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	£422.00
BA2 Fundamentals of Management Accounting	4	£422.00
BA3 Fundamentals of Financial Accounting	6	£553.00
BA4 Fundamentals of Ethics, Corporate Governance & Business Law	4	£422.00

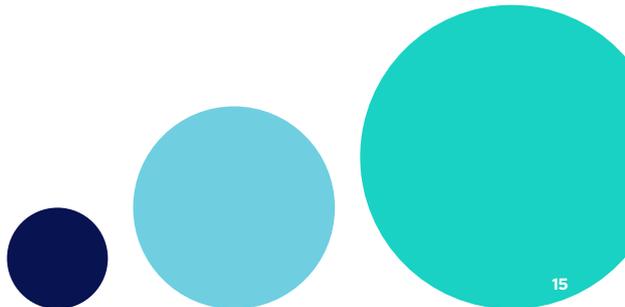
Professional level

Paper	Course length	Tuition fees
Operational Level		
E1 Managing Finance in a digital world	3	£494.00
P1 Management Accounting	5	£824.00
F1 Financial Reporting	6	£988.00
OCS Operational Case Study	5	£1,179.00
Management Level		
E2 Managing Performance	3	£494.00
P2 Advanced Management Accounting	5	£824.00
F2 Advanced Financial Reporting	6	£988.00
MCS Management Case Study	5	£1,179.00
Strategic Level		
E3 Strategic Management	3	£494.00
P3 Risk Management	5	£824.00
F3 Financial Strategy	5	£824.00
SCS Strategic Case Study	5	£1,179.00

CIMA Certificate CBE

BA1 - BA4
£126

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 student
- Please invoice my employer

An invoice will be sent including bank payment details. Our payment terms are 7 days from invoice date. If you wish to pay by credit card, please call the office.

Course Fees

All prices include VAT

	Course fee	Discount (note 1)	CBE	CBE date	P&P
Certificate Level					
BA1	422.00	-105.5	126.00	26/03/22	13.00
BA2	422.00	-105.5	126.00	11/06/22	13.00
BA3	553.00	-138.25	126.00	26/11/22	13.00
BA4	422.00	-105.5	126.00	20/08/22	13.00
Operational Level					
E1	494.00		Note 2	Note 2	13.00
P1	824.00		Note 2	Note 2	13.00
F1	988.00		Note 2	Note 2	13.00
OCS (May 22)	1,179.00	-345.90	Note 2	Note 2	13.00
Management Level					
E2	494.00		Note 2	Note 2	13.00
P2	824.00		Note 2	Note 2	13.00
F2	988.00		Note 2	Note 2	13.00
MCS (May 22)	1,179.00	-345.90	Note 2	Note 2	13.00
Strategic Level					
E3	494.00		Note 2	Note 2	13.00
P3	824.00		Note 2	Note 2	13.00
F3	824.00		Note 2	Note 2	13.00
SCS (May 22)	1,179.00	-321.30	Note 2	Note 2	13.00
Sub total to carry down					

Please tick if you intend to book on all 3 OT subjects within a level.

Accommodation	Fee	Number of nights	Please list dates you require accommodation
Shared room @ £68.40 /night			
Single room @ £90 /night			
Premium room @ £108 /night			
Total to carry down			

Totals	
Course Fees	CBE Computer Based Assessment at Reed
Discount (see eligibility notes)	Note 1 Certificate Level - 25% discount on tuition fees can be deducted for booking on 3 or more subjects at the same time Case Study discount is only applicable when enrolling on all 3 OT subjects in same Level. Discount will be applied when booking on the CS course
CBE	Note 2 Computer Based Assessments & Case Study exams for these subjects can be booked separately. Please see separate list of open on-demand CBE dates and CS dates
P&P	P&P Materials will be provided on day 1 of the course. Please select P&P if you are attending remotely or you want them posted to you in advance
Accommodation	
Total	Reed Business School, The Manor, Little Compton, Nr Moreton-in-Marsh Gloucestershire GL56 0RZ Registered number: 328347

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, 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 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). 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.



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

Ben, CIMA Student



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



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cima.contact@cimaglobal.com

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