

Student Details

Surname

First Name

Gender Male Female

Date of birth

Home address

Postcode

Telephone

Mobile

Email (private)

Email (work)

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.

Qualifications

Please list your qualifications including Maths and English with grades. Also include any A-Levels or subject exemptions, and include copies of certificates if possible.

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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.
www.reedbusinessschool.co.uk/terms-and-conditions

Have you completed an AAT course?

Yes No

If yes, which level?

Have you studied at Reed Business School before?

Yes No

How did you hear about Reed Business School?

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

Yes No

AAT Skills Check

Please complete the AAT skills check test and send a copy of your results along with this enquiry form. Your enquiry may be delayed in processing until the result has been received. Please follow the link below, or type this address into your browser address bar: www.aat.org.uk/qualifications-and-courses/skillcheck

Terms and Conditions

I have read and accept the Terms and Conditions

Student signature

Date

.....

Employers DetailsCompany name
.....Company address
.....
.....Post code
.....Telephone
.....Employer/ Training Manager name (print)
.....Title
.....Email
.....**Terms and Conditions**

I have read and accept the Terms and Conditions

Employer/ Training Manager signature
.....Date
.....**Methods of Payment**

- Please invoice student
 Please invoice my employer
 Apprenticeship funding

If applicable 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.

Apprenticeship Courses**Level 2 – Accounts/Finance Assistant****Units of study:**

Introduction to Bookkeeping
Principles of Bookkeeping
Principles of Costing
The Business Environment

Start dates:

- 13 May 2024
 22 Jul 2024
 14 Oct 2024

Level 3 – Assistant Accountant**Units of study:**

Financial Accounting: Preparing Financial Statements
Management Accounting Techniques
Tax Processes for Businesses
Business Awareness

Start dates:

- 13 Jun 2024
 19 Sep 2024
 19 Dec 2024

Level 4 – Professional Accounting Technician**Units of study:**

Applied management accounting
Drafting and interpreting financial statements
Internal accounting systems and controls

Optional units:

Business Tax
Personal Tax
Audit and Assurance
Cash and Financial Management
Credit and Debt Management

Start dates:

- 24 Apr 2024
 04 Sep 2024
 13 Nov 2024

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Fee Paying Courses

Level 2 – Certificate in Bookkeeping

Units of study:

Introduction to Bookkeeping
Principles of Bookkeeping

Pricing:

£950 (plus VAT)

Start dates:

- 13 May 2024
- 22 Jul 2024
- 14 Oct 2024

Level 2 – Certificate in Accounting

Units of study:

Introduction to Bookkeeping
Principles of Bookkeeping
Principles of Costing
The Business Environment

Pricing:

£1,550 (plus VAT)

Start dates:

- 13 May 2024
- 22 Jul 2024
- 14 Oct 2024

Level 3 – Certificate in Bookkeeping

Units of study:

Financial Accounting: Preparing Financial Statements
Tax Processes for Businesses

Pricing:

£1,125 (plus VAT)

Start dates:

- 13 Jun 2024
- 19 Sep 2024
- 19 Dec 2024

Level 3 – Diploma in Accounting

Units of study:

Financial Accounting: Preparing Financial Statements
Management Accounting Techniques
Tax Processes for Businesses
Business Awareness

Pricing:

£1,900 (plus VAT)

Start dates:

- 13 Jun 2024
- 19 Sep 2024
- 19 Dec 2024

Level 4 – Diploma in Professional Accounting

Units of study:

Applied management accounting
Drafting and interpreting financial statements
Internal accounting systems and controls

Optional units:

Business Tax
Personal Tax
Audit and Assurance
Cash and Financial Management
Credit and Debt Management

Pricing:

£2,573 (plus VAT)

Start dates:

- 24 Apr 2024
- 04 Sep 2024
- 13 Nov 2024

AAT registration and exam fees are a separate cost.

It is the student's responsibility to register with the AAT and pay for their exams prior to sitting.

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