

Bookings can also be made **ONLINE** and **EMAIL**. Please see **reverse** for details.

Please complete all parts of the Enrolment Form in **BLOCK CAPITALS**

## Your Details



Title (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Date of Birth           /           / \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

*Please provide an email address you have access to during and outside office hours. All communications, including those relating to your online learning and resources, will be sent to this email address.*

### Email Address


AAT Registration Number \_\_\_\_\_

*Note: It is your responsibility to complete the AAT registration formalities and enter the AAT examinations.*

Additional Learning Support (please circle your answer)

Do you consider yourself to have a learning difficulty, disability or health problem?                                  Yes/No

If yes, do you require any additional support?                                  Yes/No

## Your Employer's Details



Company Name \_\_\_\_\_

Company Registration Number \_\_\_\_\_

Training Manager's Name    (Mr/Mrs/Ms/Miss)  
\_\_\_\_\_

Training Manager's Tel. Number \_\_\_\_\_

Training Manager's Email Address


Work Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

## Your Signature



*I confirm that I have read, understood and accept the terms & conditions and privacy policy detailed on [www.htftpартnership.co.uk](http://www.htftpартnership.co.uk)*

Your Signature \_\_\_\_\_

Date \_\_\_\_\_

**DATA PROTECTION ACT** – Your sponsor will be informed of your results, progress and attendance unless your sponsor chooses not to receive this information

**MARKETING POLICY** – From time to time we would like to contact you with course information, news and offers which we think you might find useful. If you would prefer not to receive these please tick here

**EXAM RESULTS** – Within the terms of this agreement you agree to HTFT obtaining your exam results from AAT. If you do not wish the AAT to share your results with us tick here

## Payment Option 1: Your Employer is Sponsoring You



**If you wish to submit a manual enrolment form and the employer is responsible for the payment of fees, please complete the following:**

*As employer of the student for whom this form is completed, we are responsible for payment of amounts due to HTFT Partnership on receipt of invoices, unless credit facilities with HTFT Partnership have been granted in respect of the student and undertake to inform you in writing promptly of any change to this arrangement. We understand that we are fully responsible for the payment of amounts due to HTFT Partnership in all circumstances (including termination of employment or course cancellation). We confirm that we have read, understood and accept the terms and conditions and Policies (as defined below) detailed on [www.htftpартnership.co.uk](http://www.htftpартnership.co.uk)*

Employer Signature \_\_\_\_\_

Name \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

HTFT Customer No.    

H	T	F	T
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Invoice Address (if different to work address above)  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name \_\_\_\_\_

Post Code \_\_\_\_\_

		HTFT On-demand		HTFT Ultimate Live	
<b>AAT Foundation Certificate in Accounting (Level 2)</b>					
<b>BTRN</b>	Bookkeeping Transactions	£275.00	<input type="checkbox"/>	£375.00	<input type="checkbox"/>
<b>BKCL</b>	Bookkeeping Controls	£150.00	<input type="checkbox"/>	£215.00	<input type="checkbox"/>
<b>ELCO</b>	Elements of Costing	£150.00	<input type="checkbox"/>	£215.00	<input type="checkbox"/>
<b>UCAS</b>	Using Accounting Software	£180.00	<input type="checkbox"/>	£220.00	<input type="checkbox"/>
<b>FSYA</b>	Work Effectively in Finance (Foundation Synoptic Assessment)	£250.00	<input type="checkbox"/>	£325.00	<input type="checkbox"/>
<b>Complete Level 2 programme</b>		<b>£1,005.00</b>	<input type="checkbox"/>	<b>£1,350.00</b>	<input type="checkbox"/>
<b>AAT Advanced Diploma in Accounting (Level 3)</b>					
<b>AVBK</b>	Advanced Bookkeeping	£300.00	<input type="checkbox"/>	£400.00	<input type="checkbox"/>
<b>FAPR</b>	Final Accounts Preparation	£160.00	<input type="checkbox"/>	£225.00	<input type="checkbox"/>
<b>MMAC</b>	Management Accounting: Costing	£300.00	<input type="checkbox"/>	£400.00	<input type="checkbox"/>
<b>ITAX</b>	Indirect Tax	£140.00	<input type="checkbox"/>	£185.00	<input type="checkbox"/>
<b>EA</b>	Ethics for Accountants	£275.00	<input type="checkbox"/>	£390.00	<input type="checkbox"/>
<b>SS</b>	Spreadsheets for Accountants				
<b>Complete Level 3 programme</b>		<b>£1,175.00</b>	<input type="checkbox"/>	<b>£1,600.00</b>	<input type="checkbox"/>
<b>AAT Professional Diploma in Accounting (Level 4)</b>					
<b>FSLC</b>	Financial Statements of Limited Companies	£325.00	<input type="checkbox"/>	£445.00	<input type="checkbox"/>
<b>MMBU</b>	Management Accounting: Budgeting	£220.00	<input type="checkbox"/>	£335.00	<input type="checkbox"/>
<b>MADC</b>	Management Accounting: Decision and Control	£300.00	<input type="checkbox"/>	£400.00	<input type="checkbox"/>
<b>PDSY</b>	Accounting Systems and Controls (Professional Synoptic Assessment)	£320.00	<input type="checkbox"/>	£440.00	<input type="checkbox"/>
<b>Optional Units (choose two)</b>					
<b>BTAX</b>	Business Tax	£250.00	<input type="checkbox"/>	£390.00	<input type="checkbox"/>
<b>PTAX</b>	Personal Tax	£250.00	<input type="checkbox"/>	£390.00	<input type="checkbox"/>
<b>CDMT</b>	Credit Management	£250.00	<input type="checkbox"/>	£390.00	<input type="checkbox"/>
<b>CTRM</b>	Cash and Treasury Management	£250.00	<input type="checkbox"/>	£390.00	<input type="checkbox"/>
<b>ETAU</b>	External Auditing	£250.00	<input type="checkbox"/>	£390.00	<input type="checkbox"/>
<b>Complete Level 4 programme</b>		<b>£1,665.00</b>	<input type="checkbox"/>	<b>£2,400.00</b>	<input type="checkbox"/>

There is a 10% discount on booking a complete level for the Ultimate Live package.

Total cost

£ \_\_\_\_\_

Payment Option 2: Cheque / Online



I enclose a cheque for £ \_\_\_\_\_ made payable to **HTFT Partnership Limited**

Bank transfer for £ \_\_\_\_\_

Bank Name: HSBC Bank account name: HTFT

Bank address: 34 Popular Road, Solihull, West Midlands, B91 3AF

Sort code 40-42-12

A/C number 92317591 (Include your Invoice number as a reference)

I would like to pay by debit/credit card (HTFT will invoice you for £ \_\_\_\_\_)

Study Materials



Where would you like your study materials to be delivered to: Employer's address  Home address

You will be required to print off the HTFT unit class notes yourself and pay for your own AAT registration/exam entry fees

Please complete this form, scan it and email it to [bookings@htftpartnership.co.uk](mailto:bookings@htftpartnership.co.uk), or visit [www.htftpartnership.co.uk](http://www.htftpartnership.co.uk)