

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 information relating to your exam, 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.

**Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on HTFT premises?**

<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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(If yes, please arrive 15 minutes early to allow local site H&S officer to complete our assessments with you)

**Do you require any reasonable adjustments (such as extra time) during your exam?**

<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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(If yes, please attach a copy of your Reasonable Adjustment Granted form – which your training provider can help you complete)

## Your Employer's Details



**\*\*This only needs completing if your employer is paying for the exam**

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 \_\_\_\_\_  
\_\_\_\_\_

## Your Signature



*I confirm that I have read, understood and accept the terms & conditions and privacy policy detailed on [www.htftpartnership.co.uk](http://www.htftpartnership.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 booking 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 exam cancellation). We confirm that we have read, understood and accept the terms and conditions and Policies (as defined below) detailed on [www.htftpartnership.co.uk](http://www.htftpartnership.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 \_\_\_\_\_

		Exam fee	
<b>BTRN</b>	Bookkeeping Transactions	£70.00	<input type="checkbox"/>
<b>BKCL</b>	Bookkeeping Controls	£70.00	<input type="checkbox"/>
<b>ELCO</b>	Elements of Costing	£70.00	<input type="checkbox"/>
<b>UACS</b>	Using Accounting Software ( <b>Sage One</b> only)	£70.00	<input type="checkbox"/>
<b>FSYA</b>	<b>Foundation Synoptic Assessment</b>	£80.00	<input type="checkbox"/>
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<b>AVBK</b>	Advanced Bookkeeping	£70.00	<input type="checkbox"/>
<b>FAPR</b>	Final Accounts Preparation	£70.00	<input type="checkbox"/>
<b>MMAC</b>	Management Accounting: Costing	£70.00	<input type="checkbox"/>
<b>IDRX</b>	Indirect Tax	£70.00	<input type="checkbox"/>
<b>AVSY</b>	<b>Advanced Synoptic Assessment</b>	£85.00	<input type="checkbox"/>
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<b>FSLC</b>	Financial Statements of Limited Companies	£75.00	<input type="checkbox"/>
<b>MMBU</b>	Management Accounting: Budgeting	£75.00	<input type="checkbox"/>
<b>MDCL</b>	Management Accounting: Decision & Control	£75.00	<input type="checkbox"/>
<b>PDSY</b>	<b>Professional Synoptic Assessment</b>	£85.00	<input type="checkbox"/>
<b>PLTX</b>	Personal Tax	£75.00	<input type="checkbox"/>
<b>BSTX</b>	Business Tax	£75.00	<input type="checkbox"/>
<b>CDMT</b>	Credit Management	£75.00	<input type="checkbox"/>
<b>CTRM</b>	Cash and Treasury Management	£75.00	<input type="checkbox"/>
<b>ETAU</b>	External Auditing	£75.00	<input type="checkbox"/>

Total cost:

£ \_\_\_\_\_

Exam date:

Please enter date you wish to sit your exam on.  
Your exam date will be confirmed once payment has been made.

**Cancellation Policy:**

We require **14 days cancellation notice** prior to your scheduled exam date, otherwise we will charge you a **cancellation fee of £20**.

**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 AAT ID number as a reference or invoice number)

I would like to pay by debit/credit card (HTFT will send you a Paypal link for £ \_\_\_\_\_)

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