

STUDENT ENROLMENT FORM

For Office use

Student No:

Please complete using BLOCK CAPITALS.

Please indicate which course you are enrolling for: AMCT Stand-alone certificate course

■ Section 1: Personal details

Surname (family name)

First name(s) Title (Mr, Mrs, Ms, Miss, Dr, other)

Preferred name Date of birth

■ Section 2: Home address

Address

.....

Postcode/Zip Country

■ Section 3: Business address

Company Job title

Dept/Floor Address

.....

Postcode/Zip Country

■ Section 4: Contact details

Business phone number Home phone number

Mobile number

Business email Home email

Your preferred contact details (please tick):

Postal mailing address: Business Home

Email: Business Home

Phone: Business Home Mobile

■ Section 5: Invoice details

Please send invoice for course/teaching fees to:

My work address My home address Alternative address below

Please send invoice for student subscription to:

My work address My home address Alternative address below

Alternative invoice address:

For the attention of Dept

Address

..... Postcode/Zip

Country Purchase order number (if required)

Please note: Payment terms are 21 days from invoice date

■ Section 6: Where did you hear about us?

Via a colleague LinkedIn Accountancy body (please state which)

Training manager Facebook Treasury Association (please state which)

Google or other search engine Twitter Event (please state which)

ACT Email Google adword Advert (please say where)

ACT Website Postal mailing Other (please state)

ACT prospectus ACT member

■ Section 7: Trading sector and area of work

✓	Question A - What sector is your organisation in? Tick ONE box only.
	Commerical/private
	Public
	Not for profit/charity
✓	Question B - If you are in FINANCIAL SERVICES what is your employers main trading sector? Tick ONE box only.
	Accountancy, bookkeeping and auditing activities; tax consultancy
	Banks and monetary intermediation
	Fund and trust management
	Insurance and risk management
	Liquidity, brokerage and asset management
	Pension funding and management
	Other financial service
✓	Question C - If you are in NON FINANCIAL SERVICES what is your employers main trading sector? Tick ONE box only.
	Accommodation and food service activities
	Administrative and support service activities (Travel agents/security/business support/rentals and office maintained)
	Agriculture, forestry and fishing
	Arts, entertainment and recreation
	Community and personal service activities
	Construction
	Consultancy services
	Electricity, gas, steam and air conditioning supply
	Holding companies
	Housing associations
	Human health and social work activities
	Education and training
	Information and communication
	Legal/actuarial services
	Manufacturing
	Mining and quarrying
	Other charities and not for profit sector
	Professional services activities (scientific/technical/architectural/advertising and market research)
	Public administration and defence; compulsory social security
	Real estate activities
	Recruitment consultants and agents
	Technology and systems (for treasury management and financial services)
	Transportation and storage
	Unknown/other
	Water supply, sewerage, waste management and remediation activities
	Wholesale and retail trade

✓	YOUR area of work. Tick ONE box only.
	Finance director/controller
	Finance manager
	Full-time education
	Fund management
	General management
	General practice
	Human resources
	Info services/journalism
	Internal audit (non treasury)
	Investment analysis/management
	Investment appraisal
	Legal advisor
	Legal advisor in-house
	Management accounting
	Management consultancy
	Marketing and public relations
	Other banking
	Other finance/accounting
	Other service provider
	Pensions management/trustee
	Regulation and compliance
	Research
	Risk management
	Strategy/other consultant
	Strategy/project appraisal
	Structured finance
	Tax advisor
	Tax advisor in-house
	Technology consultant/system supplier
	Temporary or interim
	Treasury - Accountant
	Treasury - Consultant
	Treasury - Dealer
	Treasury - Deputy
	Treasury - Management
	Treasury - Other
	Treasury - Treasurer

■ Section 8: Other qualifications

Qualified accountant (please tick)

- ACCA
 CIPFA
 ICAEW
 ICAS

Other CA (please state)

Other CPA (please state)

Other professional qualification (please tick)

- AAT
 CFA
 CIOT
 CISI
 ICSA

Other (please state)

Academic

- Degree

Course name

University attended

- Post graduate degree

Course name

University attended

■ Section 9: Exemptions

Exemptions are available from one or more of the four modules that comprise the AMCT stage one – Certificate in Financial Fundamentals for Business (CertFin). For further guidance please visit www.treasurers.org/exemptions.

AUTOMATIC EXEMPTIONS

- AMCT Fast-Track accountant:** I am applying for exemption from CertFin via the AMCT Fast-Track accountant route and I confirm I meet the criteria listed at www.treasurers.org/qualifications/amctft.

Name of accounting body

** Include a photocopy of your certificate/proof of completion. For ACCA only also include a copy of your transcript.*

- AMCT accountant:** I am applying for exemption from CertFin as I am a qualified accountant from an IFAC member body

Name of accounting body

** Include a photocopy of your certificate/proof of completion.*

OTHER AUTOMATIC EXEMPTIONS

I am applying for exemption from the following CertFin module exam(s):

- Financial & Management Accounting Economics & Statistical Analysis Corporate Taxation Business Law

I am eligible for automatic exemption and I confirm I meet the criteria listed at www.treasurers.org/exemptions. I am a:

- Part-qualified accountant
 Other professional qualification (please state)

Directly relevant Bachelor or Masters degree (please state)

** Include a photocopy of your certificate/proof of completion. If you are a part-qualified accountant also include a copy of your transcript with modules passed.*

INDIVIDUALLY REVIEWED EXEMPTIONS

I have been awarded by the ACT an individually reviewed exemption from the following CertFin module exam(s):

- Financial & Management Accounting Economics & Statistical Analysis Corporate Taxation Business Law

** Include your ACT exemption confirmation email.*

■ Section 10: Booking your course

Course Fees

(As at January 2012)

	Net £	VAT £	Gross £	Tick	Exam Sitting Enter April or Oct plus year	
AMCT STAGE ONE/CERTIFICATE						
Financial Fundamentals for Business (CertFin)						
If you are taking AMCT, only book those course(s) you wish to take now, you can book others once enrolled.	Course fee - No exemptions	1200.00	240.00	1440.00	<input type="checkbox"/>	<input type="text" value="/"/>
	Course fee - 1 exemption	950.00	190.00	1140.00	<input type="checkbox"/>	
	Course fee - 2 exemptions	700.00	140.00	840.00	<input type="checkbox"/>	
	Course fee - 3 exemptions	450.00	90.00	540.00	<input type="checkbox"/>	
	Course fee - 4 reviewed exemptions	200.00	40.00	240.00	<input type="checkbox"/>	
Course fee - 4 automatic exemptions	0.00	0.00	0.00	<input type="checkbox"/>		
Module 1 – Financial & Management Accounting (FMA)						
Candidates sitting exams outside of London may be responsible for any fees charged by the local examination venue	Tuition (optional 3 days)	585.00	117.00	702.00	<input type="checkbox"/>	
	Revision (optional 2 days)	390.00	78.00	468.00	<input type="checkbox"/>	
Module 2 – Economics & Statistical Analysis (ESA)						
Tuition (optional 1 day)	195.00	39.00	234.00	<input type="checkbox"/>		
Module 3 – Corporate Taxation (CT)						
Tuition (optional 1 day)	195.00	39.00	234.00	<input type="checkbox"/>		
Module 4 – Business Law (BL)						
Tuition (optional 1 day)	195.00	39.00	234.00	<input type="checkbox"/>		
AMCT STAGE TWO/CERTIFICATE						
International Treasury Management (CertITM)						
Course fee (compulsory)	1000.00	200.00	1200.00	<input type="checkbox"/>	<input type="text" value="/"/>	
Tuition (optional 5 days)	975.00	195.00	1170.00	<input type="checkbox"/>		
Revision (optional 2 days)	390.00	78.00	468.00	<input type="checkbox"/>		
Intensive 5 day Tuition and Revision Course (optional)	975.00	195.00	1170.00	<input type="checkbox"/>		
AMCT STAGE THREE/CERTIFICATE						
International Cash Management (CertICM)						
UK CertICM course	2940.00	588.00	3528.00	<input type="checkbox"/>	<input type="text" value="/"/>	
Singapore CertICM course	-	-	2520.00	<input type="checkbox"/>		
Hong Kong CertICM course	-	-	2520.00	<input type="checkbox"/>		
Dubai CertICM course	-	-	2520.00	<input type="checkbox"/>		
USA CertICM course	-	-	US\$3900.00	<input type="checkbox"/>		
Corporate Finance & Funding (CertCFF)						
Course fee (compulsory)	1000.00	200.00	1200.00	<input type="checkbox"/>	<input type="text" value="/"/>	
* Course fee if taken as part of AMCT	750.00	150.00	900.00	<input type="checkbox"/>		
Tuition (optional 4 days)	780.00	156.00	936.00	<input type="checkbox"/>		
Revision (optional 3 days)	585.00	117.00	702.00	<input type="checkbox"/>		
Corporate Finance & Funding Fast-Track (CertCFF Fast-Track)						
(Only available for those students eligible under the fast-track route)						
Course fee (compulsory)	1000.00	200.00	1200.00	<input type="checkbox"/>	<input type="text" value="/"/>	
* Course fee if taken as part of AMCT	750.00	150.00	900.00	<input type="checkbox"/>		
Tuition (optional 2 days)	390.00	78.00	468.00	<input type="checkbox"/>		
Revision (optional 2 days)	390.00	78.00	468.00	<input type="checkbox"/>		
Risk Management (CertRM)						
Course fee (compulsory)	1000.00	200.00	1200.00	<input type="checkbox"/>	<input type="text" value="/"/>	
* Course fee if taken as part of AMCT	750.00	150.00	900.00	<input type="checkbox"/>		
Tuition (optional 4 days)	780.00	156.00	936.00	<input type="checkbox"/>		
Revision (optional 3 days)	585.00	117.00	702.00	<input type="checkbox"/>		
Financial Mathematics & Modelling (CertFMM)						
Course fee (compulsory)	750.00	150.00	900.00	<input type="checkbox"/>	<input type="text" value="/"/>	
Tuition (optional 2 days)	390.00	78.00	468.00	<input type="checkbox"/>		
Modelling workshop (optional 2 days)	585.00	117.00	702.00	<input type="checkbox"/>		
Revision (optional 3 days)	585.00	117.00	702.00	<input type="checkbox"/>		

* and you are studying for or have completed CertITM.
VAT or similar local sales tax will be charged where applicable

■ **Section 11: Postage and packing** CertICM only for delivery of course manual outside of the UK to your office address.

	Net	VAT	Gross
Europe	£39.00	£7.80	£46.80
Rest of World	£76.00	£15.20	£91.20
USA	US\$116.67	US\$23.33	US\$140.00

■ **Section 12: Student subscription** Payable by all students - provides full student membership benefits

Annual student subscription runs from 1 May to 30 April. New students pay a pro-rata amount when they enrol. Once enrolled, we continue to invoice you each year on 1 May for your next year's Student Subscription. USA subscription is US\$210.00 for the whole year.

How to calculate pro-rata student subscription

Go to the month in which you are submitting your enrolment form for the pro-rata amount you will be invoiced. Student subscription is zero rated for VAT.

Tick		Tick	
<input type="checkbox"/>	January	<input type="checkbox"/>	July
<input type="checkbox"/>	February	<input type="checkbox"/>	August
<input type="checkbox"/>	March	<input type="checkbox"/>	September
<input type="checkbox"/>	April	<input type="checkbox"/>	October
<input type="checkbox"/>	May	<input type="checkbox"/>	November
<input type="checkbox"/>	June	<input type="checkbox"/>	December
	£44.67		£111.67
	£33.50		£100.50
	£22.33		£89.33
	£11.17		£78.17
	£134.00		£67.00
	£122.83		£55.83

■ **Section 13: Payment details**

Send an invoice (as detailed in Section 5)
OR

I enclose a cheque for _____ payable to ACT (Administration) Ltd

OR

Please charge _____ to my VISA MasterCard American Express Maestro

Name of cardholder _____

Cardholder's address _____

Card number

Expiry date

Issue number: (Maestro)

■ **Section 14: Financial support** Please indicate the extent to which your studies are sponsored by your employer by ticking one box only:

Not sponsored Company sponsored Partly company sponsored

■ **Section 15: Data disclosure**

The information provided in this form will be used by the ACT to administer your qualification. In registering, you agree that the ACT can provide your name and contact details to our teaching and exam providers.

The ACT may be approached by your employer, an organisation of which you are a member (e.g. accounting body, treasury association) or by a preferred teaching provider to provide information on your exam entries and results.

Tick if you do NOT want the ACT to release this information.

■ **Section 16: Application**

I hereby apply to be enrolled as a student of The Association of Corporate Treasurers and certify that the statements contained herein are true. I acknowledge that, in relation to all matters connected with the acceptance or refusal of any application for enrolment as a student of the Association, the granting to any student of exemption from the ACT's examination and the termination of the enrolment of any student, the decision of the Council of the Association (or duly appointed committee thereof) shall be final and binding and that the ACT shall be under no liability in respect thereof. If accepted as a student I agree to comply with the ethical code and disciplinary rules (www.treasurers.org/ethicalcode) and the Terms and Conditions (www.treasurers.org/termsandconditions/qualifications) of the ACT (or duly appointed committee thereof).

Please indicate that you have read, understood and accepted the above.

Signature _____ Date _____

TREASURY, RISK
AND FINANCE
PROFESSIONALS

ACT

Please complete this form and return to: **The Association of Corporate Treasurers** by post, fax or email.

51 Moorgate London EC2R 6BH UK Tel +44 (0)20 7847 2540 Fax +44 (0)20 7374 8744 Email: enrolments@treasurers.org