



# STUDENT ENROLMENT FORM

Please complete using BLOCK CAPITALS

**Please indicate which course you are enrolling for:**

I am studying a certificate(s) as part of the AMCT Diploma  I am studying a certificate only

## SECTION 1: PERSONAL DETAILS

Surname (family name)	
First name (s)	
Preferred name	
Title (Mr, Mrs, Ms, Dr, other)	
Date of birth	
Nationality	

## SECTION 2: HOME ADDRESS

Address	
Postcode / zip / PO box	
Country	

## SECTION 3: BUSINESS ADDRESS

Job Title	
Address	
Postcode / zip / PO box	
Country	

## SECTION 4: CONTACT DETAILS

Business phone number	
Home phone number	
Mobile phone 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

Move onto section 6 if you are booking an integrated learning package. You will make payment direct to Phoenix Financial Training.

Please send invoice for fees to:

My work address  My home address  Alternative address below

Alternative invoice address: (Please note: ACT payment terms are 21 days from invoice date)

For the attention of	
Department	
Address	
Postcode / zip / PO box	
Country	
Purchase order number (if required)	

## SECTION 6: OTHER QUALIFICATIONS

Qualified accountants (please tick):	
<input type="checkbox"/>	ACCA
<input type="checkbox"/>	CIMA
<input type="checkbox"/>	ICAEW
<input type="checkbox"/>	ICAS
<input type="checkbox"/>	CIPFA CA Ireland
<input type="checkbox"/>	CA Australia
<input type="checkbox"/>	CA Canada
<input type="checkbox"/>	CA New Zealand
<input type="checkbox"/>	CA Pakistan
<input type="checkbox"/>	CA South Africa
<input type="checkbox"/>	CPA Australia
<input type="checkbox"/>	CPA Ireland
<input type="checkbox"/>	CPA USA
<input type="checkbox"/>	Other accounting body (please state):

Academic (please tick):	
<input type="checkbox"/>	<b>Degree</b> Course name (please state):  University attended (please state):
<input type="checkbox"/>	<b>Post graduate degree</b> Course name (please state):  University attended (please state):

Other professional qualification (please tick):	
<input type="checkbox"/>	AAT - Association of Accounting Technicians
<input type="checkbox"/>	CFA - Chartered Financial Analysis
<input type="checkbox"/>	CIOT - Chartered Institute of Taxation
<input type="checkbox"/>	CISI - Chartered Institute for Securities and Investment
<input type="checkbox"/>	ICSA - Institute of Chartered Secretaries
<input type="checkbox"/>	Other (please state):

## SECTION 7: TRADING SECTOR

✓	<b>Question 7A - If you are in FINANCIAL SERVICES what is your employers main trading sector? Tick ONE box only.</b>
	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

✓	<b>Question 7B - If you are in NON FINANCIAL SERVICES what is your employers main trading sector? Tick ONE box only.</b>
	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

✓	<b>Question 7C - What section is your organisation in? Tick ONE box only</b>
	Commercial/private
	Public
	Not for profit/charity

✓	<b>Question 7D - Your area of work. Tick ONE box only.</b>
	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: WHERE DID YOU HEAR ABOUT US?

<input type="checkbox"/>	ACT newsletter
<input type="checkbox"/>	ACT website
<input type="checkbox"/>	Google or other search engine
<input type="checkbox"/>	Email from the ACT
<input type="checkbox"/>	Phone call from the ACT
<input type="checkbox"/>	Postal mailing
<input type="checkbox"/>	ACT qualifications prospectus
<input type="checkbox"/>	Event brochure
<input type="checkbox"/>	Via my employer
<input type="checkbox"/>	The Treasurer magazine
<input type="checkbox"/>	Middle East Treasurer Magazine
<input type="checkbox"/>	Advert (please state below)
<input type="checkbox"/>	ACT member referral

<input type="checkbox"/>	Other professional association (please state below)
<input type="checkbox"/>	Treasury association (please state below)
<input type="checkbox"/>	Accountancy body (please state below)
<input type="checkbox"/>	LinkedIn
<input type="checkbox"/>	Twitter
<input type="checkbox"/>	Facebook
<input type="checkbox"/>	Event (please state below)
<input type="checkbox"/>	University (please state below)
<input type="checkbox"/>	other (please state below)

## 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](http://www.treasurers.org/exemptions).

### AUTOMATIC EXEMPTIONS

#### Professional accounting qualifications

I am applying for exemption from CertFin as I am:  
(please tick)

<input type="checkbox"/>	A qualified accountant
<input type="checkbox"/>	A holder of CIMA's Advanced Diploma in Management Accounting
<input type="checkbox"/>	A holder of ACCA's Advanced Diploma in Accounting and Business
<input type="checkbox"/>	A holder of AAT accounting qualification

I am eligible for automatic exemption and I confirm I meet the criteria listed at

[www.treasurers.org/exemptions](http://www.treasurers.org/exemptions)

I am a:

<input type="checkbox"/>	Part-qualified accountant
<input type="checkbox"/>	Other professional qualification (please state)
<input type="checkbox"/>	Directly relevant Bachelor or Masters degree (please state)

### INDIVIDUALLY REVIEWED EXEMPTIONS

The ACT has reviewed my qualifications and awarded me an exemption from the following CertFin module exam(s):

<input type="checkbox"/>	Financial and Management Accounting
<input type="checkbox"/>	Economics and Statistical Analysis
<input type="checkbox"/>	Corporate Taxation
<input type="checkbox"/>	Business Law

#### Academic and other professional qualifications

I am applying for exemption from CertFin module exam(s) (please tick)

<input type="checkbox"/>	Financial and Management Accounting
<input type="checkbox"/>	Economics and Statistical Analysis
<input type="checkbox"/>	Corporate Taxation
<input type="checkbox"/>	Business Law

**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.**

## SECTION 10: BOOKING YOUR COURSE

If you are taking AMCT, only book those course(s) you wish to take now, you can book others once enrolled.

\* Online course fee includes online study materials and exam

Candidates sitting exams outside of London may be responsible for any fees charged by the local examination venue

\*\* VAT or similar local taxes will be charged where applicable

Please state your discount code if applicable:

### AMCT STAGE ONE / CERTIFICATE

Financial fundamentals (CertFin)	Price AED	EXAM SITTING State April or October	EXAM SITTING State year
Online course fee* - No exemptions	8500**		
Online course fee* - 1 exemption	6950**		
Online course fee* - 2 exemptions	5400**		
Online course fee* - 3 exemptions	3850**		
Online course fee* - 4 reviewed exemptions	2000**		
Online course fee* - 4 automatic exemptions	n/a		

### AMCT STAGE TWO / CERTIFICATE

International Treasury Management (CertITM)	Price AED	EXAM SITTING State April or October	EXAM SITTING State year
Integrated learning package - course fee* and Dubai workshops	9500**		
Course fee* only	8500**		

### AMCT STAGE THREE / CERTIFICATE

Risk Management (CertRM)	Price AED	EXAM SITTING State April or October	EXAM SITTING State year
Integrated learning package - course fee* and Dubai workshops	9500**		
Course fee* only	8500**		

  

Corporate Finance and Funding (CertCFF)	Price AED	EXAM SITTING State April or October	EXAM SITTING State year
Integrated learning package - course fee* and Dubai workshops	9500**		
Course fee* only	8500**		

  

International Cash Management (CertICM)	Price AED	EXAM SITTING State April or October	EXAM SITTING State year
Integrated learning package - course fee* and Dubai workshops	18,750**		

  

Financial Mathematics and Modelling (CertFMM)	Price AED	EXAM SITTING State April or October	EXAM SITTING State year
Course fee* only	8500**		

Optional UK tuition and revision classes are available for CertFin, CertITM, CertCFF and CertFMM. These classes can be booked after enrolment. More information will be included in your welcome pack.

The CertICM compulsory tuition school can also be attended in Hong Kong, Singapore, South Africa, the UK and the USA. For more information see [www.treasurers.org/certicm](http://www.treasurers.org/certicm)

## SECTION 11: PAYMENT DETAILS

Move onto section 12 if you are booking an integrated learning package. You will make payment direct to Phoenix Financial Training

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	

## SECTION 12: FINANCIAL SUPPORT

Please indicate the extent to which your studies are sponsored by your employer by ticking one box only:

<input type="checkbox"/>	Not sponsored
<input type="checkbox"/>	Company sponsored
<input type="checkbox"/>	Partly comapny sponsored

## SECTION 13: 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 asked to provide information on your exam entries and results by your employer or by an organisation of which you are a member (e.g accounting body, treasury association).

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

Tick if you do NOT want the ACT to release this information to your other member organisation(s).

## SECTION 8: 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](http://www.treasurers.org/ethicalcode)) and the Terms and Conditions ([www.treasurers.org/termsandconditions/qualifications](http://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 \_\_\_\_\_

If you are booking an integrated learning package please complete this form and return to:

### Phoenix Financial Training

Level 3 Gate Villiage Building 2, Dubai International Financial Centre Dubai  
Tel +971 4 401 9313  
Email [kimb@phoenixft.com](mailto:kimb@phoenixft.com)

If you are booking a non-integrated learning package please complete this form and return to:

### The Association of Corporate Treasurers

51 Moorgate London EC2R 6BH UK  
Tel +44 (0)20 7847 2540  
Email: [enrolments@treasurers.org](mailto:enrolments@treasurers.org)