

Richmond Academy

72 Half Way Tree Road,
Kingston 10.



"LEARNING TODAY...LEADING TOMORROW"



REGISTRATION FORM

NAME: _____ E-MAIL: _____

DATE OF BIRTH: _____ ACCA REG. # _____

HOME ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMPLOYER: _____

ADDRESS: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TEL: _____

How did learn of us?

- Radio
- Television
- ACCA Website
- Friend/Family/Work
- Newspaper
- Social media
- Other

FIRST ATTEMPT	INTRODUCTORY CERT. IN FINANCIAL & MANAGEMENT ACCOUNTING	REPEAT ATTEMPT	SEMESTER DATE
	FA1- Recording Financial Transactions		
	MA1- Management Information		
	INTERMEDIATE CERT. IN FINANCIAL & MANAGEMENT ACCOUNTING		
	FA2- Maintaining Financial Records		
	MA2- Managing Costs and Finance		
	DIPLOMA IN ACCOUNTING & BUSINESS		
	FAB- Accountant In Business		
	FFA- Financial Accounting		
	FMA- Management Accounting		
	CERTIFIED ACCOUNTING TECHNICIAN (Choose any two)		
	FAU- Foundations in Audit		
	FTX- Foundations in Taxation		
	FFM- Foundations in Financial Management		

SECTION – FOR OFFICE USE ONLY

PAPER/S	COURSE COST	PAYMENT/S	BALANCE
Registration fee			
TOTAL FEES			

.....
Applicant's Signature:

.....
Date:

PLEASE SEE OVERLEAF FOR TERMS AND CONDITIONS.

POLICY GOVERNING COURSE REGISTRATION, REFUND AND TRANSFER

The terms and conditions contained herein form an integral part of the agreement between the student and the Academy.

REGISTRATION

The registration process must be completed on a term by term basis before attending classes, as only registered students will be allowed access to lecture rooms.

Registration is duly completed on the submission of:

1. The submission of fully completed **Registration** forms.
2. Payment of the minimum deposit of the course fee.
3. Provision of a passport sized photograph along with one thousand Dollar (\$1000 **cash only**).
4. A proof of Address (Utility bill, ACCA Welcome Letter, National ID or Passport or Drivers License (if it reflects your current address) **(new students only)**

REFUND AND TRANSFER POLICY

Upon completion of the registration process, fees may be refunded only in the following circumstances OR transferred as noted below:

1. Where the Academy is unable to provide the classes as scheduled, school fees will be refundable in full.
2. School fees will be refunded in full should the external examinational body grant any exemption subsequent to the payment of fees.
3. Where the student is unable to continue classes for medical reasons, any unexpired portion of the fees may be refunded, upon provision of documented proof.
4. Refund of school fees paid by a company on a student's behalf, will be made payable to the company and not the student, providing the other conditions for refund have been satisfied.
5. Students will be allowed to change classes within the same level (at no extra cost) during the first week after results have been issues and only with the permission of the Dean of Studies. **The request must be made in writing or sent via email.**
6. Where a student has failed a course (done at the Academy) and is unable to pursue the course for which he/ or she is currently registered, fees already paid may be transferred for one (1) term, subject to a 20% deduction. **The request must be made in writing within one week of the publication of exam results.**
7. School fees are not transferable from one student to another.

CLASS CANCELLATION

Classes may be cancelled or class times changed on short notice. In the event that a class is cancelled contact is usually made via email and or text message. Please ensure that the office has your up to date contact information in order to smoothly facilitate this process.

DISCLOSURE CONSENT

As a condition of our accreditation and in an effort to evaluate the school's performance, we may obtain such necessary information from ACCA that will assist with the evaluation process. Any information (including results) obtained from ACCA will be held in strict confidence and used only for statistical purposes and will not be disclosed to any third party without your expressed consent.

Any misleading or false information provided may lead to deregistration.

Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with Richmond Academy, in particular clauses concerning refunds, deferments, waivers, course transfers and visa applications(when applicable).

.....
APPLICANT'S SIGNATURE

.....
DATE