



Your details please complete in block capitals

Title	Mr / Mrs / Miss / Ms	AAT membership no	
First name		Telephone	
Last name		Mobile	
Home address		Email	We use email as our main means of communication with you. We may also use it from time to time to send you information relevant to your studies. We will not pass it on to any third parties. Please tick here if you prefer NOT to receive communication via email
Postcode			
Date of birth			

Your employer

Do you require regular monthly updates on the progress of your employee? Yes/No (delete as appropriate)

Company name		Manager's name	
Address (For invoicing purposes)		Manager's phone number	
		Manager's email	
		Signature	
Postcode		PO or reference	

Your course requirements please list the courses you require. If you need advice call us on **01223 360405**.

COURSE TYPE (Self Study/FI Go/FI Go Live / Blended)	LEVEL REQUIRED (level 2, Bookkeeping, Level 3 or Level 4)	PAPERS REQUIRED (e.g. Basic Costing, Business Tax) <i>Only complete this column if you are <u>NOT</u> booking the full level</i>	TOTAL COURSE FEE (Including VAT)
E.g. Online	Level 3 EXAMPLE ONLY	N/A	£XXX
			Subtotal
		Discount Code	Discount
Material style: (mark with an X as appropriate)	Wire bound	Lever arch	Total
Deliver material to (will need to be signed for):	Home Address	Work Address	

Please send your completed application form to:

First Intuition, 35 Hills Road, Cambridge, CB2 1NT or email to aat@fi.co.uk

How did you hear about us? (Mark with an X as appropriate)

Google search	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	Magazine Advert	<input type="checkbox"/>	Mailshot	<input type="checkbox"/>	Blogs	<input type="checkbox"/>	AAT Website/Call Centre	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>
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First Intuition Terms and Conditions 2016

The terms and conditions together with the booking form comprise the agreement pursuant to which First Intuition provides classroom, online and home study courses and associated study materials to the customer.

1 Payment terms

- 1.1 Booking forms must be accompanied by payment in full or the employer's authorisation to be invoiced directly.
- 1.2 Where the employer has agreed to pay, full payment is due within 30 days of the date of invoice, or within the due date specified on the invoice if different payment terms are agreed.
- 1.3 First Intuition reserves the right to refuse admission to a course if full payment is not received prior to the course start date.
- 1.4 First Intuition reserves the right to charge late payment interest at a rate of 4% above the Bank of England base rate on any outstanding invoices.
- 1.5 First Intuition reserves the right to charge £50 for all dishonoured payments.
- 1.6 If an instalment plan has been agreed, the customer must provide post-dated cheques or agree to their credit card being charged with any outstanding balances on the agreed dates.
- 1.7 All discounts and offers are mutually exclusive. Only one offer can be applied per transaction.

2 Booking and registration

- 2.1 It is the responsibility of the person making the booking to ensure that the selected courses are appropriate for their needs.
- 2.2 Any change in the customers' contact details must be notified in writing.
- 2.3 First Intuition does not accept responsibility for registering customers with professional bodies or entry for the relevant written exams.
- 2.4 Courses and study materials are not transferrable between customers.

3 Classroom courses

- 3.1 Customers must bring the relevant course joining instructions to all course sessions. Failure to produce joining instructions or proof of payment upon request may result in customers being refused admission to a course.
- 3.2 First Intuition reserves the right to cancel, reschedule or change the location of a course without penalty if considered necessary. First Intuition undertakes to inform customers as soon as the change is made and customers may book an alternative course at no extra charge, or receive a full refund or credit against future courses.
- 3.3 Study materials will be provided on the first day of the classroom course.
- 3.4 If a customer wishes to cancel a course, provided more than 14 days notice prior to the course start date is given, the course fee will be refunded less a £100 cancellation fee. Any study materials already provided must be returned in unused re-saleable condition, otherwise these will be charged at full retail price.
- 3.5 If a customer wishes to transfer to another equivalent course for the same subject and the same exam sitting, provided there is availability, no additional charge will be made.
- 3.6 If a customer wishes to defer their course to a later exam sitting, provided more than 14 days notice prior to the course start date is given and subject to availability, the amount paid will be held as a credit on the customer's account to be offset against the value of any future course booking. Any new study materials required will be charged at full retail price.

- 3.7 No refunds, transfers or deferrals can be made if less than 14 days notice is given.

4 Retake scheme

- 4.1 First Intuition retake scheme applies to all customers who:
 - attend all sessions of a classroom tuition and revision course (if appropriate) for each relevant paper;
 - attempt no more than 3 papers in any one sitting;
 - submit the course exam by the due date and sit the mock exam under timed conditions;
 - achieve at least 40% in the course exam, mock exam and the real exam.
- 4.2 In the event that a customer fails the real exam having satisfied the conditions in 4.1 they may attend the next available equivalent course for the relevant paper at no additional charge, subject to availability at time of booking. Any new or additional study materials will be charged at retail price. Course and mock exams will be charged at retail price. Customers will be asked for proof of their exam results when making a claim.
- 4.3 The retake scheme is not transferrable between customers.
- 4.4 The retake scheme does not apply to AAT, ICAEW, CIMA Case Study or ACCA Knowledge level subjects.
- 4.5 No cash alternative or refund will be given in the event that a customer is unable to attend an equivalent course for any reason.

5 Online courses

- 5.1 Online resources and study support will be provided for a period of 6 months from date of invoice or one exam sitting (written exam subjects). Online access may be extended for a further 6 months or for one additional exam sitting subject to a re-registration fee of £50. Online access to our Case Study courses cannot be extended.
- 5.2 Online study materials may be collected in person or delivered to the customer's preferred address. First Intuition must be notified of any queries, complaints, damage or short deliveries within 14 days of receipt of study materials, if a refund or replacement is required.
- 5.3 If a customer wishes to cancel an online course, the full fee will be refunded provided all study materials are returned in re-saleable condition within 14 days of receipt and the customer's online account will be terminated. No refunds can be given for cancellations made more than 3 months after invoice date.
- 5.4 Online customers can upgrade to any relevant classroom course, subject to availability, within 6 months of booking. Customers will be invoiced for the course fee less the amount paid in respect of the Online Course, plus any new materials that may be required.

6 Home study courses

- 6.1 Home study support will be provided for a period of 6 months from date of invoice or up to the next written examination date if shorter. Study support may be extended for a further 6 months or to the next exam sitting subject to a re-registration fee of £50.
- 6.2 Home study materials may be collected in person or delivered to the customer's preferred address. First Intuition must be notified of any queries, complaints, damage or short deliveries within 14 days of receipt of study materials, if a refund or replacement is required.
- 6.3 If a customer wishes to cancel a home study course, the full fee will be refunded provided all study materials are returned in re-saleable



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condition within 14 days of receipt. No refunds can be given for cancellations made more than 3 months after invoice date.

- 6.4 Home study customers can upgrade to any relevant online or classroom course, subject to availability, within 6 months of booking. Customers will be invoiced for the course fee less the amount paid in respect of the Home Study Course, plus any new materials that may be required.

7 AAT Distance Learning Courses

Online/Live Online (Whole level sales)

- 7.1 The online resources and study support will be provided for each unit for an initial period of 6 months from online enrolment onto the unit. If you have no contact with your tutor and/or are inactive with your online resources for a period of 2 months, then your access to online resources will automatically be removed. Access can be reinstated free of charge if you are within the 6 month period from initial enrolment. If it is more than 6 months since your initial enrolment then you will be charged an admin fee to reinstate your access.
- 7.2 Online study materials may be collected in person or delivered to the customer's preferred address. First Intuition must be notified of any queries, complaints, damage or short deliveries within 14 days of receipt of study materials, if a refund or replacement is required.
- 7.3 If a customer wishes to cancel an online course, this must be done within 30 days of the original invoice date. Any material for units which have already been dispatched must be returned in a re-saleable condition within the 30 days for a full refund to be made. If any material cannot be returned in a re-saleable condition the full price of that unit will be deducted from the refund. After the 30 day period has passed, no refunds will be given.
- 7.4 Online customers can upgrade to any relevant classroom course, subject to availability, within 6 months of booking. Customers will be invoiced for the course fee less the amount paid in respect of the Online Course, plus any new materials that may be required.
- 7.5 Study materials will be provided for the current AAT syllabus at the time of purchase and replacement material in respect of syllabus changes will be charged for. Existing students will continue to receive materials under their original syllabus registration unless new syllabus material is requested. From the AAT launch date of a new syllabus all new full level bookings will be for the syllabus unless notified otherwise.

Online/Live Online (Single unit sales)

- 7.6 The online resources and study support will be provided for each unit for an initial period of 6 months from online enrolment onto the unit. If you have no contact with your tutor and/or are inactive with your online resources for a period of 2 months, then your access to online resources will automatically be removed. Access can be reinstated free of charge if you are within the 6 month period from initial enrolment. If it is more than 6 months since your initial enrolment then you will be charged an admin fee to reinstate your access.
- 7.7 Online study materials may be collected in person or delivered to the customer's preferred address. First Intuition must be notified of any queries, complaints, damage or short deliveries within 14 days of receipt of study materials, if a refund or replacement is required.
- 7.8 If a customer wishes to cancel an online course, this must be done within 30 days of the original invoice date. The material must be returned in a re-saleable condition within the 30 days, additionally the customer must not have accessed the online resources or attended any live online lectures in order for a full refund to be made. If material cannot be returned in a re-saleable condition no refund will be made. After the 30 day period has passed, no refunds will be given.

- 7.9 Online customers can upgrade to any relevant classroom course, subject to availability, within 6 months of booking. Customers will be invoiced for the course fee less the amount paid in respect of the Online Course, plus any new materials that may be required.
- 7.10 Study materials will be provided for the current AAT syllabus at the time of purchase and replacement material in respect of syllabus changes will be charged for. Existing students will continue to receive materials under their original syllabus registration unless new syllabus material is requested. From the AAT launch date of a new syllabus all new full level bookings will be for the new syllabus unless notified otherwise.

Self Study

- 7.11 Self study materials may be collected in person or delivered to the customer's preferred address. First Intuition must be notified of any queries, complaints, damage or short deliveries within 14 days of receipt of study materials, if a refund or replacement is required.
- 7.12 Refunds in respect of self study material will only be given in circumstances whereby the customer has damaged material. If a customer wishes to have a refund for damaged self study material, then the material must be returned in a re-saleable condition within 30 days of the invoice date for a full refund to be made. If any material cannot be returned in a re-saleable condition then no refunds will be given.
- 7.13 Self study customers can upgrade to any relevant classroom or online course, subject to availability, within 6 months of booking. Customers will be invoiced for the course fee, less the amount paid in respect of the self study material, plus any new materials that may be required.

8 Computer Based and Other Examination fees

- 8.1 Under no circumstances is the customer entitled to a refund of examination or associated administration fees. If a customer wishes to defer their computer based examination then at least 7 days notice must be given.
- 8.2 First Intuition reserves the right to charge an administration fee for exam deferrals.
- 8.3 First Intuition may charge an administration fee in addition to the published examination entry fee.

9 Oxford Brookes mentoring

- 9.1 Mentoring sessions must take place within 6 months of the invoice date.
- 9.2 First Intuition does not accept responsibility for customers who fail to submit their Project within the time specified by Oxford Brookes University or ACCA.

10 Intellectual property

- 10.1 All intellectual property rights in all materials and online resources supplied by First Intuition is expressly reserved. Any unauthorised duplication, publication or distribution is strictly prohibited.
- 10.2 The customer agrees to fully indemnify First Intuition in respect of any infringement of intellectual property right as contained in 10.1.

11 Liability

- 11.1 The liability of First Intuition for direct losses arising out of its negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this agreement is limited to the value of monies received from the customer (or their employer) for the course.
- 11.2 First Intuition shall not be liable for any consequential or indirect loss, howsoever arising.

12 Security



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First Intuition accepts no responsibility for anything that is lost or stolen from its premises. Personal possessions are the sole responsibility of the customer and customers are advised to keep valuable belongings with them at all times.

13 Data protection

- 13.1 The customer agrees to allow First Intuition to retain information and use it to:
- communicate with the customer to perform their obligations under this agreement;
 - inform customers about their courses, products and services which may be of interest;
 - provide feedback to customers on their progress and exam performance
 - communicate with the customer's employer regarding their progress, results and attendance.
 - for AAT students, information may be shared with the awarding body for the qualification (AAT).
- 13.2 Customers have the right to receive details of personal information held about them in return for a fee of £25.
- 13.3 If the customer does not wish to receive correspondence from First Intuition a written request should be made to the registered office.

14 Validity

If any provision of this agreement is held to be invalid or unenforceable the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

15 Jurisdiction

This agreement shall be governed and construed in accordance with the law of England and the parties submit to the exclusive jurisdiction of the English courts for the determination of disputes arising under this agreement.