AAT Foundation Certificate in Accounting
(Level 2) Weekdays
Cost—£1,000 + VAT

**OCTOBER 2020 START**
- Bookkeeping Transactions
  8, 9, 15, 16, 22, 23, 29, 30 Oct 2020
- Bookkeeping Controls
  16, 17, 30 Nov, 1 Dec 2020
- Elements of Costing
  Spring 2021
- Synoptic Assessment
  Spring 2021
- Using Accounting Software
  Summer 2021

**SPRING 2021 START**

AAT Foundation Certificate in Bookkeeping
Weekdays
Cost—£591.67 + VAT

**OCTOBER 2020 START**
- Bookkeeping Transactions
  8, 9, 15, 16, 22, 23, 29, 30 Oct 2020
- Bookkeeping Controls
  16, 17, 30 Nov, 1 Dec 2020

**SPRING 2021 START**
- Bookkeeping Transactions
  Spring 2021
- Bookkeeping Controls
  Summer 2021

All prices are correct at time of print but are subject to change.
AAT Foundation Certificate in Accounting (Level 2) EVENINGS

**JULY 2020 START**
- Using Accounting Software
  2, 9 Jul 2020
- Bookkeeping Transactions
  24 Sep, 1, 8, 15, 22 Oct, 5, 12, 19 Nov 2020
- Bookkeeping Controls
  Spring 2021
- Elements of Costing
  Spring 2021
- Synoptic Assessment
  Summer 2021

**SEPTEMBER 2020 START**
- Bookkeeping Transactions
  24 Sep, 1, 8, 15, 22 Oct, 5, 12, 19 Nov 2020
- Bookkeeping Controls
  Spring 2021
- Elements of Costing
  Spring 2021
- Synoptic Assessment
  Summer 2021
- Using Accounting Software
  Summer 2021

**SPRING 2021 START**
- Elements of Costing
  Spring 2021
- Using Accounting Software
  Summer 2021
- Bookkeeping Transactions
  Autumn 2021
- Bookkeeping Controls
  Winter 2021
- Synoptic Assessment
  Summer 2022

Cost—£1,000 + VAT

*All prices are correct at time of print but are subject to change*
AAT Advanced Diploma in Accounting (Level 3) WEEKDAY

**AUGUST 2020 START**
- Indirect Taxation
  18, 20, 25, 27 Aug 2020
- Management Accounting: Costing
  6, 7, 13, 14, 20, 21, 27, 28 Aug 2020
- Advanced Bookkeeping
  Spring 2021
- Final Accounts Preparation
  Spring 2021
- Synoptic Assessment
  Summer 2021

**OCTOBER 2020 START**
- Management Accounting: Costing
  6, 7, 13, 14, 20, 21, 27, 28 Oct 2020
- Advanced Bookkeeping
  Spring 2021
- Final Accounts Preparation
  Spring 2021
- Indirect Tax
  Summer 2021
- Synoptic Assessment
  Summer 2021

**SPRING 2021**
- Advanced Bookkeeping
  Spring 2021
- Final Accounts Preparation
  Spring 2021
- Indirect Tax
  Summer 2021
- Management Accounting: Costing
  Autumn 2021
- Synoptic Assessment
  Winter 2021

**Cost**—£1,991.67 + VAT

All prices are correct at time of print but are subject to change
AAT Advanced Diploma in Accounting (Level 3) EVENINGS

**SEPTEMBER 2020 START**

- **Advanced Bookkeeping**
  28, 30 Sep, 5, 7, 12, 14, 19, 21 Oct, 2, 4 Nov 2020

- **Final Accounts Preparation**
  30 Nov, 2, 7, 9 Dec 2020

- **Management Accounting: Costing**
  Spring 2021

- **Synoptic Assessment**
  Summer 2021

- **Indirect Taxation**
  Summer 2021

**JANUARY 2021 START**

- **Management Accounting: Costing**
  Spring 2021

- **Indirect Taxation**
  Summer 2021

- **Advanced Bookkeeping**
  Autumn 2021

- **Final Accounts Preparation**
  Autumn 2021

- **Synoptic Assessment**
  Spring/Summer 2022

**SUMMER 2021**

- **Indirect Taxation**
  Summer 2021

- **Advanced Bookkeeping**
  Autumn 2021

- **Final Accounts Preparation**
  Autumn 2021

- **Management Accounting: Costing**
  Spring 2022

- **Synoptic Assessment**
  Summer 2022

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Cost—£1,991.67 + VAT

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AAT Professional Diploma in Accounting (Level 4) WEEKDAY

**AUGUST 2020 START**
- External Auditing *(Optional Unit)*
  4, 6, 11, 13, 18, 20 Aug 2020
- Budgeting
  15, 16, 22, 23, 29, 30 Sep, 6, 7 Oct 2020
- Decision & Controls
  9, 10, 16, 17, 23, 24, 30 Nov, 1 Dec 2020
- Financial Statements
  Spring 2021
- Synoptic Assessment
  Spring 2021
- Personal Tax *(Optional Unit)*
  Summer 2021
- Business Tax *(Optional Unit)*
  Summer 2021

**SEPTEMBER 2020 START**
- Budgeting
  15, 16, 22, 23, 29, 30 Sep, 6, 7 Oct 2020
- Decision & Controls
  9, 10, 16, 17, 23, 24, 30 Nov, 1 Dec 2020
- Financial Statements
  Spring 2021
- Synoptic Assessment
  Spring 2021
- Personal Tax *(Optional Unit)*
  Summer 2021
- Business Tax *(Optional Unit)*
  Summer 2021
- External Auditing *(Optional Unit)*
  Summer 2021

**OCTOBER 2020 START**
- Budgeting
  8, 9, 15, 16, 22, 23, 29, 30 Oct 2020
- Decision & Controls
  19, 20, 26, 27 Nov, 3, 4, 10, 11 Dec 2020
- Financial Statements
  Spring 2021
- Synoptic Assessment
  Spring 2021
- Personal Tax *(Optional Unit)*
  Summer 2021
- Business Tax *(Optional Unit)*
  Summer 2021
- External Auditing *(Optional Unit)*
  Summer 2021

*All prices are correct at time of print but are subject to change*

Students must choose 2 or 3 optional units to complete the level 4 qualification.

**FIRST INTUITION CHELMSFORD**
First Floor, Aquila House, Waterloo Lane, Chelmsford, Essex, CM1 1BN
T/ 01245 209900 | E/ chelmsford@fi.co.uk | www.fi.co.uk
AAT Professional Diploma in Accounting (Level 4) EVENINGS

**AUGUST 2020 START**
- Cash and treasury Management *(Optional Unit)*
  - 4, 6, 11, 13, 18, 20 Aug 2020
- Budgeting
  - 22, 24, 29 Sep, 1, 6, 8, 13, 15 Oct 2020
- Decision & Controls
  - 3, 5, 10, 12, 17, 19, 24, 26 Nov 2020
- Financial Statements
  - Spring 2021
- Synoptic Assessment
  - Spring 2021
- Credit Management *(Optional Unit)*
  - Summer 2021

**SEPTEMBER 2020 START**
- Budgeting
  - 22, 24, 29 Sep, 1, 6, 8, 13, 15 Oct 2020
- Decision & Controls
  - 3, 5, 10, 12, 17, 19, 24, 26 Nov 2020
- Financial Statements
  - Spring 2021
- Synoptic Assessment
  - Spring 2021
- Credit Management *(Optional Unit)*
  - Summer 2021
- Cash & Treasury Management *(Optional Unit)*
  - Summer 2021

**NOVEMBER 2020 START**
- Decision & Controls
  - 3, 5, 10, 12, 17, 19, 24, 26 Nov 2020
- Financial Statements
  - Spring 2021
- Credit Management *(Optional Unit)*
  - Summer 2021
- Cash and Treasury Management *(Optional Unit)*
  - Summer 2021
- Budgeting
  - Autumn 2021
- Synoptic Assessment
  - Spring 2022

*All prices are correct at time of print but are subject to change*

Students must choose 2 or 3 optional units to complete the level 4 qualification

**Cost**—£2,583.33 + VAT
including 2 optional units

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# Certificate Courses

**Weekday** Virtual Courses 9.30 am– 12.30 pm  
Classroom Courses 9.30 am – 4.15pm

**Cost**—£591.67 + VAT

**Evenings—**6pm to 8.30pm

**AAT Foundation Certificate in Bookkeeping (Level 2)**

This qualification will prepare you for junior and entry level accounting roles. It delivers a solid foundation in finance administration—covering areas such as double entry bookkeeping to basic costing principles and using accounting software.

<table>
<thead>
<tr>
<th>WEEKDAYS - OCT 2020 START</th>
<th>EVENINGS - SEP 2020 START</th>
<th>WEEKDAYS - SPRING 2021 START</th>
</tr>
</thead>
<tbody>
<tr>
<td>8, 9, 15, 16, 22, 23, 29, 30 Oct, 16, 17, 30 Nov, 1 Dec 2020</td>
<td>24 Sep, 1, 8, 15, 22 Oct, 5, 12, 19 Nov 2020 plus 8 further classroom evenings in 2021</td>
<td>Starting Spring 2021</td>
</tr>
</tbody>
</table>

**AAT Advanced Certificate in Bookkeeping (Level 3)**

This qualification will prepare you for junior and entry level accounting roles. It delivers a solid foundation in finance administration—covering areas such as double entry bookkeeping to basic costing principles and using accounting software.

<table>
<thead>
<tr>
<th>WEEKDAYS - AUG 2020 START</th>
<th>WEEKDAYS - JAN 2021 START</th>
<th>EVENINGS - SPRING 2021 START</th>
</tr>
</thead>
<tbody>
<tr>
<td>18, 20, 25, 27, Aug 2020 and 8 further classroom dates in Spring 2021</td>
<td>10 Days from Jan 2021</td>
<td>Starting in Spring 2021</td>
</tr>
</tbody>
</table>

*All prices are correct at time of print but are subject to change*
AAT Assessment Fees
Exam fees are not included as part of First Intuition course fees. All Computer Based exams must be booked online: http://firstintuition.bookinglive.com

Please note that in light of COVID-19 guidelines on social distancing, in-centre computer based exams may be restricted in July/August 2020 and will not be able to be booked through the BookingLive Portal. Students attending courses with First Intuition Chelmsford will be advised of alternative booking arrangements during this period.

AAT Fees (Prices are valid until 1 September 2020)

<table>
<thead>
<tr>
<th>AQ2016</th>
<th>Exams</th>
<th>Synoptic Exams</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>FI Student</td>
<td>External Student</td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>£72</td>
<td>£97</td>
</tr>
<tr>
<td>LEVEL 3</td>
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<td>£97</td>
</tr>
<tr>
<td>LEVEL 4</td>
<td>£72</td>
<td>£97</td>
</tr>
</tbody>
</table>

AAT Membership Fee
Please note our course prices do not include student’s membership fees, this needs to be paid directly to the AAT. To register as an AAT student/member, please visit www.aat.co.uk.

Cancellation/Deferral Policy

All exam fees must be paid in full at the point of booking. All payments for exam bookings are non-refundable.

As part of the booking process, you will set up a free online account. You have up until 9am four days before the exam to amend the date or time of your exam booking free of charge. To amend your booking, log into your My Account, go to My Orders, find the order you want to amend and click on View. A pencil icon should then appear next to the order line item. Click on this and a pop-up will then appear where you can select an alternative date/time.

If you want to cancel your booking completely, go to My Orders, find the booking you want to cancel and click on Cancel. As detailed above, all fees are non-refundable in the event of a cancellation. If you have more than one booking/participant on your order and you only want to cancel one booking, please contact us on 01245 209900 or at chelmsfordexams@fi.co.uk.

All exam sessions are closed two working days before.