

# AAT Foundation Certificate in Bookkeeping (Level 2) WEEKDAY

Cost—£735 inc VAT

FI Virtual - 09:30 – 16:15 (for courses running from January to March 2021)

09:30 to 16:30 (for classroom courses later in 2021)

This qualification will prepare you for junior and entry level accounting roles. It delivers a solid foundation in finance administration covering the core areas of double entry bookkeeping.



If you would like to complete the Foundation Certificate in Accounting, covering areas such as basic costing principles and using accounting software you can study the remaining units via our FI Online courses.

# AAT Advanced Diploma in Accounting (Level 3) DAY RELEASE

Cost—£2,520 inc VAT

FI Virtual - 09:30 – 12.30 (for courses running in 2020)

FI Virtual - 09:30 – 16:15 (for courses running from January to March 2021)

09:30 to 16:30 (for classroom courses later in 2021)

JANUARY 2020 START	MARCH 2020 START	JUNE 2020 START	OCTOBER 2020 START	JANUARY 2021 START	APRIL 2021 START
Indirect Tax Completed Jan 2020	Management Accounting: Costing Completed Apr 2020	Indirect Tax Completed Jun 2020	Advanced Bookkeeping Completed Nov 2020	Advanced Bookkeeping 18, 25 Jan, 1, 8, 15 Feb 2021	Management Accounting: Costing 6, 12, 19, 26 Apr, 3 May 2021
Management Accounting: Costing Completed Apr 2020	Indirect Tax Completed Jun 2020	Advanced Bookkeeping Completed Oct 2020	Final Accounts Preparation 26, 27 Nov, 3, 4 Dec 2020	Final Accounts Preparation 15, 22 Mar 2021	Indirect Tax 26 May, 2 Jun 2021
Advanced Bookkeeping Completed Oct 2020	Advanced Bookkeeping Completed Oct 2020	Final Accounts Preparation 23, 24, 30 Nov, 1 Dec 2020	Indirect Tax 15, 22 Feb 2021	Management Accounting: Costing 6, 12, 19, 26 Apr, 3 May 2021	Advanced Bookkeeping Oct 2021
Final Accounts Preparation 23, 24, 30 Nov, 1 Dec 2020	Final Accounts Preparation 23, 24, 30 Nov, 1 Dec 2020	Management Accounting: Costing 6, 12, 19, 26 Apr, 3 May 2021	Management Accounting: Costing 6, 12, 19, 26 Apr, 3 May 2021	Ethics 19 May 2021	Final Accounts Preparation Nov 2021
Spreadsheets 8, 15 Jan 2021	Spreadsheets 8, 15 Jan 2021	Ethics 19 May 2021	Ethics 19 May 2021	Indirect Tax 26 May, 2 Jun 2021	Spreadsheets 2022
Ethics 20 Jan 2021	Ethics 20 Jan 2021	Spreadsheets 7, 14 Jun 2021	Spreadsheets 7, 14 Jun 2021	Spreadsheets 7, 14 Jun 2021	Ethics 2022
Synoptic Assessment 15, 16 Mar 2021	Synoptic Assessment 15, 16 Mar 2021	Synoptic Assessment 28, 29 Jun 2021	Synoptic Assessment 28, 29 Jun 2021	Synoptic Assessment 28, 29 Jun 2021	Synoptic Assessment Spring 2022

# AAT Advanced Diploma in Accounting (Level 3) BLOCK RELEASE

Cost—£2,520 inc VAT

FI Virtual - 09:30 – 12.30 (for courses running in 2020)

FI Virtual - 09:30 – 16:15 (for courses running from January to March 2021)

09:30 to 16:30 (for classroom courses later in 2021)

JANUARY 2020 START	MARCH 2020 START	OCTOBER 2020 START	MARCH 2021 START
Indirect Tax Completed Jan 2020	Management Accounting: Costing Completed Apr 2020	Advanced Bookkeeping Completed Nov 2020	Management Accounting: Costing 8, 9, 10, 11, 12 Mar 2021
Management Accounting: Costing Completed Apr 2020	Indirect Tax Completed Jun 2020	Final Accounts Preparation 26, 27 Nov, 3, 4 Dec 2020	Indirect Tax 26 May, 2 Jun 2021
Advanced Bookkeeping Completed Oct 2020	Advanced Bookkeeping Completed Oct 2020	Spreadsheets 8, 15 Jan 2021	Advanced Bookkeeping Oct 2021
Final Accounts Preparation 23, 24, 30 Nov, 1 Dec 2020	Final Accounts Preparation 23, 24, 30 Nov, 1 Dec 2020	Ethics 20 Jan 2021	Final Accounts Preparation Nov 2021
Spreadsheets 8, 15 Jan 2021	Spreadsheets 8, 15 Jan 2021	Indirect Tax 15, 22 Feb 2021	Spreadsheets 2022
Ethics 20 Jan 2021	Ethics 20 Jan 2021	Management Accounting: Costing 8, 9, 10, 11, 12 Mar 2021	Ethics 2022
Synoptic Assessment 25, 26 Jan 2021	Synoptic Assessment 15, 16 Mar 2021	Synoptic Assessment Jun 2021	Synoptic Assessment Summer 2021

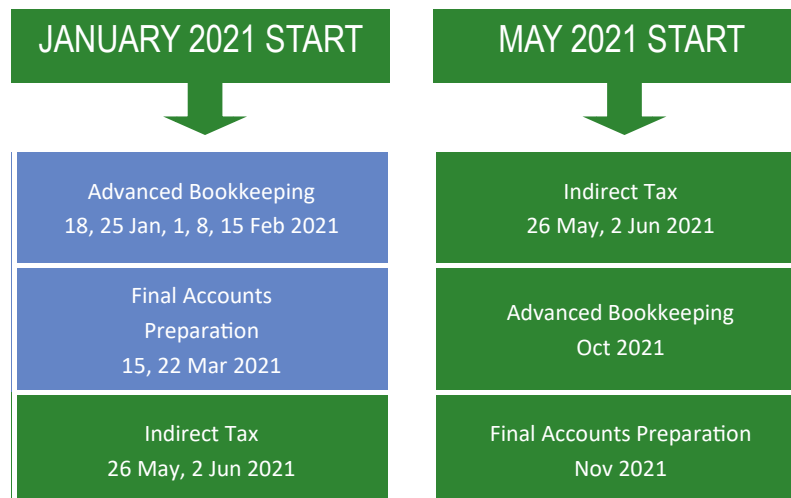
# Advanced Certificate in Bookkeeping (Level 3) WEEKDAY

Cost—£1,260 inc VAT

FI Virtual - 09:30 - 16:15 (for courses running from January to March 2021)

09:30 to 16:30 (for classroom courses later in 2021)

The aim of this qualification is to provide students with advanced bookkeeping skills necessary to work in a bookkeeping role or to progress to a higher level accountancy qualification. This qualification will ensure you understand advanced bookkeeping principles and concepts, preparation of financial statements for sole traders and partnerships and issues around indirect tax (VAT in the UK) in business. The Advanced Certificate in Bookkeeping is made up of 3 units from the Advanced Diploma in Accounting and assessed in three end of unit assessments (Advanced Bookkeeping, Final Accounts Preparation and Indirect Tax). Students completing the Advanced Certificate in Bookkeeping can go on to study the full Advanced Diploma in Accounting if they wish. On completion of the Advanced Certificate in Bookkeeping you can apply to become an AAT Bookkeeper and gain immediate recognition of your achievement with the letters AATQB after your name.



# AAT Professional Diploma in Accounting (Level 4) DAY RELEASE

FI Virtual - 09:30 – 12.30 (for courses running in 2020)

FI Virtual - 09:30 – 16:15 (for courses running from January to March 2021)

09:30 to 16:30 (for classroom courses later in 2021)

Cost—£3,220 inc VAT

including 2 optional units

Cost—£3,640 inc VAT

including 3 optional units

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

JANUARY 2020 START	MARCH 2020 START	OCTOBER 2020 START	JANUARY 2021 START	MARCH 2021 START
External Auditing Completed Jan 2020	Personal Tax Completed May 2020	Management Accounting: Budgeting Completed Oct 2020	External Auditing 8, 15, 22 Jan 2021	Financial Statements of Limited Companies 19, 26 Feb, 5, 12, 19, 26 Mar 2021
Financial Statements of Limited Companies Completed Apr 2020	Business Tax Completed Jul 2020	Management Accounting: Decision & Control 19, 20, 26, 27 Nov, 3, 4, 10, 11 Dec 2020	Financial Statements of Limited Companies 19, 26 Feb, 5, 12, 19, 26 Mar 2021	Personal Tax 21, 28 May, 4, 11 Jun 2021
Personal Tax Completed May 2020	External Auditing Completed Jul 2020	External Auditing 8, 15, 22 Jan 2021	Personal Tax 21, 28 May, 4, 11 Jun 2021	Business Tax 9, 16, 23, 31 Aug 2021
Business Tax Completed Jul 2020	Management Accounting: Budgeting Completed Oct 2020	Financial Statements of Limited Companies 19, 26 Feb, 5, 12, 19, 26 Mar 2021	Business Tax 9, 16, 23, 31 Aug 2021	Management Accounting: Budgeting Oct 2021
Management Accounting: Budgeting Completed Oct 2020	Management Accounting: Decision & Control 9, 10, 16, 17, 23, 24, 30 Nov, 1 Dec 2020	Personal Tax 21, 28 May, 4, 11 Jun 2021	Management Accounting: Budgeting Oct 2021	Management Accounting: Decision & Control Nov/Dec 2021
Management Accounting: Decision & Control 9, 10, 16, 17, 23, 24, 30 Nov, 1 Dec 2020	Financial Statements of Limited Companies 19, 26 Feb, 5, 12, 19, 26 Mar 2021	Business Tax 9, 16, 23, 31 Aug 2021	Management Accounting: Decision & Control Nov/Dec 2021	External Auditing Jan 2022
Synoptic Assessment 11, 12, 28, 29 Jan 2021	Synoptic Assessment 7, 14, 17, 18 May 2021	Synoptic Assessment Winter 2021	Synoptic Assessment Spring 2022	Synoptic Assessment Spring/Summer 2022

# AAT Professional Diploma in Accounting (Level 4) BLOCK RELEASE

FI Virtual - 09:30 – 12.30 (for courses running in 2020)

FI Virtual - 09:30 – 16:15 (for courses running from January to March 2021)

09:30 to 16:30 (for classroom courses later in 2021)

Cost—£3,220 inc VAT

including 2 optional units

Cost—£3,640 inc VAT

including 3 optional units

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

JANUARY 2020 START	MARCH 2020 START	OCTOBER 2020 START	JANUARY 2021 START	MARCH 2021 START
External Auditing Completed Jan 2020	Personal Tax Completed May 2020	Management Accounting: Budgeting Completed Oct 2020	External Auditing 8, 15, 22 Jan 2021	Financial Statements of Limited Companies 30, 31 Mar, 1, 7, 8, 9 Apr 2021
Financial Statements of Limited Companies Completed Apr 2020	Business Tax Completed Jul 2020	Management Accounting: Decision & Control 19, 20, 26, 27 Nov, 3, 4, 10, 11 Dec 2020	Financial Statements of Limited Companies 30, 31 Mar, 1, 7, 8, 9 Apr 2021	External Auditing 3, 4, 5 May 2021
Personal Tax Completed May 2020	External Auditing Completed Jul 2020	External Auditing 8, 15, 22 Jan 2021	Personal Tax 14, 15, 16, 17 Jun 2021	Personal Tax 14, 15, 16, 17 Jun 2021
Business Tax Completed Jul 2020	Management Accounting: Budgeting Completed Oct 2020	Financial Statements of Limited Companies 30, 31 Mar, 1, 7, 8, 9 Apr 2021	Business Tax 12, 13, 14, 15 Jul 2021	Business Tax 12, 13, 14, 15 Jul 2021
Management Accounting: Budgeting Completed Oct 2020	Management Accounting: Decision & Control 9, 10, 16, 17, 23, 24, 30 Nov, 1 Dec 2020	Personal Tax 14, 15, 16, 17 Jun 2021	Management Accounting: Budgeting Oct 2021	Management Accounting: Budgeting Oct 2021
Management Accounting: Decision & Control 9, 10, 16, 17, 23, 24, 30 Nov, 1 Dec 2020	Financial Statements of Limited Companies 30, 31 Mar, 1, 7, 8, 9 Apr 2021	Business Tax 12, 13, 14, 15 Jul 2021	Management Accounting: Decision & Control Nov/Dec 2021	Management Accounting: Decision & Control Nov/Dec 2021
Synoptic Assessment 11, 12, 28, 29 Jan 2021	Synoptic Assessment 7, 14, 17, 18 May 2021	Synoptic Assessment Winter 2021	Synoptic Assessment Spring 2022	Synoptic Assessment Spring 2022

## AAT Assessment Fees

Exam fees are not included as part of First Intuition course fees. All Computer Based exams must be booked online: <https://firstintuition.accessplanit.com/>

### AAT Fees (Prices are correct from February 2020 but are subject to change)

AQ2016	Exams		Synoptic Exams	
	FI Student	External Student	FI Student	External Student
LEVEL 2	£75	£75	£80	£80
LEVEL 3	£75	£75	£85	£85
LEVEL 4	£75	£75	£90	£90

### 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](http://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 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 01603 293075 or at [norwich@fi.co.uk](mailto:norwich@fi.co.uk).

All exam sessions are closed two working days before. Exams booked on a closed session can not be amended or cancelled. If you can no longer attend an exam and the session has closed, please contact us on 01603 293075 or at [norwich@fi.co.uk](mailto:norwich@fi.co.uk).

