



# CBE Booking Form

All bookings are subject to terms and conditions which can be found [here](#).

Please download this form to fill in your details. Once it is completed please send it to the addresses at the bottom of the form.



## YOUR DETAILS

Please complete this form using block capitals

First Name ICAEW/ACCA/CIMA/AAT ID\*

Last Name Telephone

Title DOB\* Mobile

Home Address Email

City/Town County

Country Postcode

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. Please note that you must register with the exam's Professional Body before your exam.

\*We need this information in order to register you for the computer based exams.

If you would like to receive occasional updates by email about exciting offers and events at FI, subscribe to our newsletter by ticking this box:



## YOUR EMPLOYER

Complete this section if your employer is paying for your course—your manager must sign below

Full Company Name Accounts Email

Company Address Manager's Name

For invoicing purposes

Postcode Manager's Email

Company Registration No. Manager's Signature Please use Adobe Reader or Acrobat to enable Digital Signature

Accounts Contact Telephone

Accounts Telephone PO/ Booking Reference



## YOUR EXAM REQUIREMENTS

For further advice on our exams, [contact](#) our friendly team.

Centre (eg London)	Qualification (AAT/ACCA/CIMA/ ICAEW)	Subject (eg MA, TX, BA1, AVBK)	Exam Date (refer to our <a href="#">CBE timetable</a> for sessions)	Exam Time	Fee (£) (inclusive of VAT)

### Important notes

- You must give us at least 5 days notice if you wish to defer your exam sitting. A charge of £30 applies. Exam fees are non-refundable. Full Terms and Conditions [here](#).
- You must bring photo ID with you to all exam sessions. You should arrive 15 minutes before the scheduled exam start time so we can check your ID and register you on the allotted PC. Late arrivals may not be permitted into the exam room.

### Discounts\*

### Total Value of booking

\* Please check with your study centre for details of any discounts or extra charges



## YOUR PAYMENT

Please tick one of the following for total value of order as above

Please invoice my employer in accordance with the above details

Credit/debit card (please call us with your card payment details so we can process your payment securely)



## HOW DID YOU HEAR ABOUT US?

Search Engine      Direct mail/ email      Social Media

Professional body      Other (please specify)

Have you studied at an FI centre before ?

If so, which centre?

Recommendation by

If you have been referred to us by an FI student, please give their name



## ORDER CONFIRMATION

Please tick this box to confirm you have read and agree to our terms and conditions, which can be read in full here: [www.fi.co.uk/terms-conditions/](http://www.fi.co.uk/terms-conditions/)  
**This box must be ticked to confirm your order.**

first intuition   
where people count

Please send your completed booking form to your **Chosen Exam Centre**