Please complete the form in BLOCK CAPITALS

Surname

Forenames

Previous Surname (if applicable)  Title (Mr., Mrs., Miss etc)

Email Address (required)

Nationality

Telephone Number  Date of Birth

Current Address of Student  (It is important to notify CA Education of any changes)

Postcode

Name of Employer  (Only required if employer funding cost of training)

Address of Office

Postcode

Existing ICAS members/students

If you are already a member of ICAS or a current/past student of ICAS, please tick. □

Please provide your member number or student number
Details of existing qualifications/exam passes

This information will be used to establish any exemptions that you are entitled to. Please refer to the ITP area of the ICAS website at: icas.com for details of exemptions from individual subjects/levels. Following receipt of this form you may be asked to provide evidence of the qualification/exam passes listed below.

If you are a member or student of any of the following Institutes, or Associations, please tick and record the year in which you were admitted to membership.

<table>
<thead>
<tr>
<th>Institute</th>
<th>Tick if member</th>
<th>Year of admission</th>
<th>Tick if student</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAS</td>
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<td>ICAEW</td>
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<td>ICAI</td>
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<td>ACFA</td>
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<td>AAT</td>
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<td>CIMA</td>
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<td>CIPFA</td>
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<tr>
<td>CTA</td>
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If you have any other exam passes (for example a university course or a part-qualification) which you think may affect your exemptions please provide brief details below. On receipt of this information we will provide an exemption form if relevant.

Exemption Fees may apply.

Enrolment Fee

An ITP enrolment fee is payable for both ICAS members and non-members. Please see the fee schedule online for details of the current fee.

Please tick the box that is applicable to you

CA member or student
Non-CA member or student

Do you have any disability that you consider relevant?  
Yes  No

If yes, please give brief details below. Please note that, upon enrolment, you will be invited to provide details of your disability, including medical confirmation of your disability and assessment report. This information will enable ICAS to determine what reasonable adjustments must be made.
Examination Papers and Scripts
You hereby acknowledge that all course materials, examination papers and scripts are the property of ICAS, and that you will be bound by the relevant exam regulations.

Data Protection Policy and Statement
It is necessary for the completion of the ITP programme for ICAS to gather and process information about ITP applicants, ITP students and former ITP students. For that purpose, ICAS may retain personal information about you, including sensitive data, (which you have provided or which relates to your performance throughout the currency of the training programme). For Data Protection Act purposes, we will hold and process your personal data for the ITP training programme. You consent to our processing personal data including sensitive data about you and you confirm that all personal data which you supply is accurate. That information may be held, used or disclosed in any medium and may be applied for the purpose of managing your education and training, in connection with the examination and related processes, for research and statistical analysis by ICAS and in terms of the “statement authorising disclosure of information” set out below. We may disclose your information to our service providers and agents for these purposes. It may also be retained after completion of the training programme, irrespective of whether you have become an affiliate or not.

By signature of this enrolment, you signify your express consent to the retention and use by ICAS of information for the purposes mentioned above. ICAS undertakes to hold the information secure and confidential to those concerned with those purposes, and in accordance with the provisions of the Data Protection Act 1998.

Statement authorising disclosure of data to employers
The following is relevant only if your training programme is being funded by employer, as per page 6. By enrolling as an ITP student, where the programme is being funded by your employer, you agree to ICAS sharing all information with employers relating to your training which might otherwise not be disclosable to third parties under the terms of the Data Protection Act 1998.

The following section must be completed by all applicants
Have you ever been convicted of any criminal offence? Yes [ ] No [ ]
If yes, please provide full details below.

Guidance notes are below

The following points are drawn to the attention of all applicants:
2. A conviction which has become spent or any failure to disclose a spent conviction or any such circumstances, may be taken into account when considering your application for training.
3. Notwithstanding the above, failure by successful applicants to disclose a spent conviction may result in any future application for ITP affiliate status being rejected.
4. A conviction which has become spent, and which occurred when the applicant was aged less than 16 years, will not normally warrant refusal of an application, but this will depend on the nature and gravity of the offence.
5. A conviction which has become spent which related to a minor road traffic or other minor statutory offence will not normally result in refusal of an application for training.
6. A conviction which has become spent and which relates to an offence involving fraud or dishonesty will normally warrant refusal of an application for training.
7. Before an applicant may apply for ITP affiliate status, the Council of ICAS may make whatever enquiries it considers appropriate. Any such condition will be made known to the applicant and failure to abide by any such condition may again be regarded as a result in the application being rejected.
8. Where an applicant is called for interview in connection with such enquiries, the applicant shall be given the opportunity to be represented, if he or she so wishes.

Have you ever been subject to disciplinary action or had your membership or student status revoked by any professional Institute or Association? Yes [ ] No [ ]
If yes, please give details.

Have you ever been the subject of bankruptcy proceedings (including signing a Trust Deed or Individual Voluntary Arrangement) or entered into a statutory agreement for the purpose of management and repayment of your debts to your creditors? Yes [ ] No [ ]
If yes, please give details.

Applicant’s Signature:________________________________________________      Date: ______________________________

PLEASE RETURN COMPLETED ENROLMENT FORM TO:
ITP Administrator, CA Education, CA House, 21 Haymarket Yards, Edinburgh EH12 5BH.
This form should be used by students commencing studies at any level to order their learning materials/tuition and indicate the examination diet on which they wish to be enrolled. If you are a student wishing to purchase retake material please see the separate order form online or contact itp@icas.com.

LEVEL 1 – PRINCIPLES

Please refer to the guidance document for Level 1 (Principles) giving details of the methods of study for these subjects, and complete the grid below indicating which study materials you wish to purchase and your anticipated date of examination (online). We will contact you regarding the examination date in order to book a place at an assessment centre. Assessment centres are available throughout the UK.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Booking code</th>
<th>Anticipated exam date</th>
<th>Preferred exam centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Taxation</td>
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<td></td>
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<tr>
<td>Financial Accounting</td>
<td></td>
<td></td>
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<tr>
<td>Business Law</td>
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LEVEL 2 – SKILLS AND ADVICE

Please refer to the guidance document for Level 2 (Skills and Advice) giving details of the methods of study for these subjects, and complete the grid below indicating which study materials you wish to purchase. Examinations run in Edinburgh and London in April and September each year. You should indicate your proposed examination date in the grid below. You will be invoiced approximately 6 weeks prior to examination and may alter your examination date prior to that time.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Booking code</th>
<th>Anticipated exam date (State Apr/Sep and year)</th>
<th>Preferred exam centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxation of Individuals</td>
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<tr>
<td>Taxation of Companies</td>
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<tr>
<td>Indirect Taxation</td>
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</tbody>
</table>

LEVEL 3 – EXPERTISE

All TPTE material and tuition is flexible and available online. The exam runs in November each year. Please allow six months to study for an exam.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Anticipated exam date (November)</th>
<th>Prefered exam centre</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Booking conditions

1. For full details of what is included in your material/class fee please see the relevant guidance document for the level on which you are enrolling.
2. On receipt of your order form we will contact you with confirmation of your order and to invoice you the required amount for materials/classes/enrolment/exemption fees. Payment must be made prior to the receipt of material/attendance at classes.
3. Examination fees will be invoiced approximately 6 weeks prior to the exam and must be paid prior to attendance at the exam.
4. Students deferring an examination to a later diet may require to purchase additional updated material. It is not possible to refund any previously purchased material, but updated material is available at a reduced price.
Programmes funded by employer

If your training is to be funded by your employer and invoices are to be supplied directly to your employer please complete the following information:
Please tick if your employer operates a `purchase order` system and will supply a PO number.

Name of contact (The invoice will be supplied to this contact.)

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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</table>

Office use only

<table>
<thead>
<tr>
<th>Enrolment database</th>
<th>IMIS database</th>
<th>Invoiced</th>
<th>Payment received</th>
<th>Tolley Academy</th>
<th>Materials sent</th>
</tr>
</thead>
</table>