

ACCA Computer Based Exam Booking

Date of booking:

A. Personal Information

1. Your full name:

2. Your date of Birth Gender: Female ☐ Male ☐

3. Your ACCA student number:

4. Your Telephone number(s)

5. Your E-mail address:

6. Your Method of study: ☐ Taking Tuition (Full time /Part time) ☐ Self study

If taking tuition; Name the institution:

B. Examination Paper and Preferred Exam date /time

7. Enter your exam paper(s) in the following table (see suggested days & time below):

	Paper Name (e.g. Foundations in Financial Accounting)	Paper designation eg FA1 MA2 ,F2 -,-	Stream (if applicable)	Preferred Exam date (see below)	Preferred exam time (see below)
1.					
2.					
3.					

Exam days/times you may choose from:

EXAM DATE: For the current period, you may choose from the dates suggested below:

APR. 2018	MAY. 2018	JUN. 2018	JUL. 2018	AUG. 2018	SEP 2018	OCT. 2018	NOV. 2018	DEC. 2018	JAN. 2019	FEB. 2019	MAR. 2019
7 th 13 th 21 st 30 th	5 th 15 th 26 th 31 st	5 th 12 th 19 th 23 rd 30 th	7 th 17 th 26 th 31 st	4 th 9 th 18 th 28 th	4 th 8 th 18 th 22 nd 30 th	6 th 16 th 23 rd 27 th	3 rd 13 th 17 th 27 th	8 th 11 th 15 th 18 nd 22 nd	5 th 12 th 17 th 27 th	2 nd 12 th 16 th 26 th	2 rd 9 th 12 th 16 th 23 rd

EXAM TIME: You are to choose from the following start times:
9.00 a.m. 1.00 p.m. 4.30 p.m.

C. TERMS AND CONDITIONS

1. You are to present your National Identity card or Passport on the day of the exam (and a photocopy of it, if it's your first cbe exam at IMIT). You shall not be admitted into the examination room without presenting one of these documents.
2. You are responsible for determining your eligibility to take the paper you have indicated above.
3. If the wrong exam and/or stream are programmed for you as a result of your error in the table under B 7 above you shall lose the fees paid.
4. The centre authority may find it necessary to adjust your exam day or time after receiving your booking, for example; if seats are all filled for the day and/or time you have indicated above as your preferred time/date, or other circumstance arising after your booking. The centre authority shall contact you to confirm the closest available day/time.
5. On the day of the exam, you must be at the exam centre at least 30 minutes before the start time. You will not be allowed to take the exam if you come late and you will lose the exam fees paid.

6. FEES.

6.1. CBE Fees for the current period are as follows:

	Examination Paper	CBE Fee
	FA1, MA1, FA2, MA2	72.000XAF per paper
	FAB, FMA, FFA	87.000XAFper paper
	F1, F2, F3	87.000XAF per paper
	F4	102.000XAF

6.2 Refund of Fees

6.2.1 There shall be no Refund of paid fees.

6.2.2 Candidates who face the following circumstances shall be considered for possible refund of part of the fees, **provided they had notified the CBE center authority at least 3 days before the exam date** and upon presentation of valid justifying evidence:

- **Force Majeure**; the candidate is a victim of a serious accident, assault or other extenuating circumstance.

- **Hospitalization** of the candidate.

- **Death** of a parent, spouse, child or sibling of the candidate.

- **A call to Military service or an obligatory professional duty call.**

The candidate shall apply for the refund, attaching documentary evidence of their claim.

If the candidate's application is granted, they shall be refunded as follows:

FA1, MA1, FA2, MA2 = 38.000FCFA; FAB, FMA, FFA, F1, F2, F3 = 48.000FCFA ; F4 = 54.000FCFA.

The candidate may wish to transfer refundable funds to a new exam booking.

6.2.3 Unfortunately, refunds are not possible for circumstances arising less than 3 days to the exam date.

6.3 Rescheduling of a booked exam: Once an exam is booked, it must be taken. Candidates who miss an exam or come late for the exam shall forfeit the examination fees paid.

D. Your Method of Payment

☐

Direct Cash

☐

Bank Deposit

☐

Bank Transfer

Our Bank details:

ACCOUNT HOLDER: Institute of Management and Information Technology (IMIT)

BANK: BICEC

Code BIC: ICLRCMCXXX

BANK CODE: 10001

ACCOUNT NUMBER: 42982912001 BRANCH: 06812 KEY: 02

IBAN KEY: 21

IBAN: CM2110001068124298291200102

E. DECLARATION OF CONSENT

I,, holder of National identity card number
....., issued at, on,,
have read and understood the above conditions relating to my ACCA , CBE booking at IMIT Douala.

I hereby declare as follows:

I understand that my preferred exam day and/ or time may have been filled by candidates who booked earlier than myself in which case, I will cooperate with the centre authority towards confirming another date and/or time.

I understand that I must be present at the exam center no later than 30 minutes to the exam start time and that I will not be allowed to take the examination if I arrive late and I will lose the fees paid.

I understand that I will lose the fees paid if the wrong exam is programmed for me following my mistake concerning the intended exam paper and/or stream, exam date or exam time as I have stated in B 7 above.

I understand that my exam fee will not be refunded if I miss the exam except under circumstances stated under C 6.2.2 above, by which I may be refunded part of the fees.

I understand that I have to call and inform the centre authority at least five days before the exam date if I face one of the circumstances stated under C 6.2.2 above, which makes it onerous for me to take the exam.

I understand that my application for refund will not be granted if my evidence is insufficient or is fraudulent.

I understand that I cannot obtain any refund following incidents arising less than five days to the exam date.

Therefore, by signing below and by submitting this booking, I confirm my acceptance of the conditions and also confirm that all the information I have given above is true and verifiable.

Sign: Date:

Disclaimer:

IMIT shall treat your personal information as confidential and shall only use it in connection to your relationship with ACCA as a student and a candidate of ACCA exams.

IMIT is committed to abiding strictly by the recommendations of ACCA and to ensure the smooth delivery of the exams. However IMIT cannot be held responsible for matters beyond their control such as errors of the candidate, interruptions, and delay in updating student examination status