

student<sup>member</sup>

# registration form

Please read *Your Guide to the AAT Accounting Qualification* carefully before completing this form. If you do not complete all sections, it may delay your application. If you have any queries about completing this form please contact Student Services on 020 7415 7644, or e-mail [studentservices@aat.org.uk](mailto:studentservices@aat.org.uk) or access our website at [www.aat.org.uk](http://www.aat.org.uk)

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS THROUGHOUT - ALL SECTIONS ARE MANDATORY.

## Your qualification

For which AAT course(s) are you registering? Please tick the appropriate box(es):

AAT Accounting Qualification - NVQ/SVQ pathway\*  AAT Accounting Qualification - Diploma pathway\*   
NVQ/SVQ in Payroll Administration

\* See page 4 of this guide for details of the two pathways. Before completing this form, please check with your centre which pathway(s) they offer and which you will be following.

Have you previously been registered with the AAT? Yes  No

If yes, please state your student membership number:

Please indicate the date of the first examination you intend to take:

December 2006  June 2007  December 2007

## Personal details

Title Mr  Mrs  Ms  Miss  Other (please specify)

Sex Male  Female

Surname

First name(s)

Address

Town  County

Postcode  Country

Daytime tel no.  E-mail

Date of birth Day  Month  Year

Please inform us immediately if you change your address.

## Approved assessment centre (AAC) details

You must complete this section otherwise we cannot complete your application. If you are enrolled or intend to enrol on an AAT course, please state the code and name of the AAC. If you are not sure of these details please see the enclosed AAC List, visit our website at [www.aat.org.uk/aac](http://www.aat.org.uk/aac) or call Student Services on 020 7415 7644 for a copy of this list.

AAC Code  Name of AAC

# About your employment

## For office use only

Name

Student membership number

As your professional body we work with employers to ensure you get the career opportunities you deserve. The information you provide will be used for statistical analysis and to improve our services to employers. We will not release this information to any third parties.

Are you currently in employment? Please tick the box that applies to you:

Yes  No

If you are currently employed, is your job accountancy related?

Yes  No

If you are working please provide your employment details. (We will not contact your employer without your permission.)

Organisation name

Address

County

Postcode

Switchboard tel no.

Website

Your job title

Your department

Direct tel no.

# Support

Support from your employer can improve your chances of successfully getting the most out of your course. Support can be financial in nature, study leave for revision/exams, providing a mentor, etc.

It is recommended you get your training manager involved in your studies at the start of your course. This is because research indicates that students who are supported by their employer are more successful in their studies.

Does your employer support you in your studies? Please tick the box that applies to you:

Yes

No

From time to time, we may contact your training manager about AAT training issues. Do you want your training manager to know that you are studying for an AAT qualification? Please tick the box that applies to you:

Yes

No

If yes, please provide details of your training manager/supervisor.

Title      Mr       Mrs       Ms       Miss       Other (*please specify*)

Surname

First name(s)

Job title

Department

Direct tel no.

E-mail

Address (*if different from your employment address*)

County       Postcode

**Please inform us immediately if your employment details change.**

# The AAT

How did you first hear about the AAT? Tick the most applicable box(es): (*The letters in brackets are for AAT use only.*)

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| (A) From a friend/family member                   | <input type="checkbox"/> | (W) Link from another website               | <input type="checkbox"/> |
| (D) From line manager/personnel/colleague         | <input type="checkbox"/> | (M) From a recruitment agency               | <input type="checkbox"/> |
| (P) From an AAT member                            | <input type="checkbox"/> | (E) From a newspaper/magazine advertisement | <input type="checkbox"/> |
| (C) From a college offering the AAT qualification | <input type="checkbox"/> | (H) At a careers exhibition                 | <input type="checkbox"/> |
| (G) From a careers office                         | <input type="checkbox"/> | (B) From another accountancy body           | <input type="checkbox"/> |
| (F) From my school (e.g. careers advisor/library) | <input type="checkbox"/> | (N) From an AAT event                       | <input type="checkbox"/> |
| (WS) From internet search                         | <input type="checkbox"/> | (J) Other (please specify)                  | <input type="text"/>     |

# Learning difficulties and disabilities

The AAT is required, by request of the Department for Education and Skills (DfES), to monitor the number of student members who have learning difficulties and/or disabilities. Please tick the box that applies to you:

- I consider that I have a learning difficulty/disability  I do not consider that I have a learning difficulty/disability
- I do not wish to supply this information

# Ethnic background

The AAT is required, by request of regulatory authorities\*, to monitor the ethnic background of student members. Please tick the box that applies to you:

- |                                 |                          |           |                          |               |                          |                      |                          |
|---------------------------------|--------------------------|-----------|--------------------------|---------------|--------------------------|----------------------|--------------------------|
| White                           | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Bangladeshi   | <input type="checkbox"/> | Chinese              | <input type="checkbox"/> |
| Black - Caribbean               | <input type="checkbox"/> | Indian    | <input type="checkbox"/> | Black African | <input type="checkbox"/> | Black - other groups | <input type="checkbox"/> |
| Other ( <i>please specify</i> ) | <input type="text"/>     |           |                          |               |                          |                      |                          |

# Data protection act

By registering with the AAT, you consent to the use of any data you provide for the purpose of administering your membership. This includes meeting the requirements of the QCA and DfES. We may also use your details (name, address, tel no and e-mail address) to provide you with important information about products and services from the AAT.

Your details may also be used to provide you with helpful insights into opportunities from third party organisations. Please tick this box if you do not wish to receive these opportunities. You can always opt out at a later date.

\* The AAT qualifications are regulated by QCA, ACCAC, CCEA and SQA in England, Wales, Northern Ireland and Scotland, respectively.

# Fees

For applications received before 1 September 2006 the one-off admission fee is £25 (not payable if you have previously been registered) and the annual student membership fee is £60. For applications received on or after 1 September 2006 the one-off admission fee is £28 (not payable if you have previously been registered) and the annual student membership fee is £63. An additional £10 is payable if you want to take the NVQ/SVQ in Payroll Administration as well as the AAT Accounting Qualification.

Fee payable	Before 01 Sept 2006	On or after 01 Sept 2006
Admission fee	£25	£28
Student membership fee	£60	£63
NVQ/SVQ in Payroll Administration fee payable if you are already doing the AAT Accounting Qualification	£10	£10
Total fees payable		

- The fees must be attached to this registration form.
- If the fees are not attached we cannot register you as a student member.
- Fees are not refundable after registration.
- The student membership fee is renewable 12 months after the date of registration.
- All payments including postal orders must be crossed A/C Payee only, and made payable to the Association of Accounting Technicians.

# Payment

Please make payments by UK postal order, sterling cheque, sterling draft or credit card. Cash is not acceptable. Invoices are not issued for admission and/or student membership fees but a receipt will be sent as part of your official notification letter. To pay by credit card please complete the following details. The AAT accepts all Mastercard, Visa, Switch, Solo and Electron cards. **We do not accept American Express or Diners.**

I authorise you to charge my credit/debit card with the amount of

Cardholder name  Card type (*visa, solo etc*)

Card number

Issue no. (*Switch only, incl. initial zero if applicable*)  Start date  Expiry date

Signature  Date

# Declaration

I understand fully how information provided on this form, or in other correspondence with the AAT will be used, particularly any sensitive data pertaining to my health, ethnicity, criminal or civil offences. I declare that the information given in this form is correct. I have read the AAT's *Guide* and note that there are further requirements for admission to full membership in addition to completing the AAT's qualification. I accept that the designatory letters 'MAAT' are reserved strictly for AAT full members, that I cannot advertise any self-employed services in connection with the AAT and that in any communications I will refer to myself as a student member. I understand that once registered as an AAT student member, I shall be bound by the AAT's *Guidelines on Professional Ethics* and the AAT's regulations for the time being in force including the provisions of the Disciplinary Code. (Further information available on request). I agree that as part of any disciplinary investigation or proceedings carried out by the AAT, it may use the information in this form, contact relevant third parties to request information and disclose to governmental and other professional bodies that a complaint has been made, the findings of its investigations and the results of disciplinary proceedings.

I confirm that the information in this application (or supporting it) is true and correct to the best of my knowledge and belief. I agree that:

- If at any time I become aware that any information in this application (or supporting it) is incorrect, I will notify the AAT straight away.
- If any information in this application (or supporting it) is incorrect, the application may be invalid, and the AAT Council shall not be bound by any decision it has reached based on such information.
- AAT shall be entitled to suspend any membership granted on the basis of information in this application (or supporting it) whilst it investigates any reasonable concerns about my eligibility for such membership.
- I may be liable to disciplinary action by the AAT in respect of any information in this application (or supporting it) which is incorrect.

Signature  Date

Please send this form with your payment to: Student Services, AAT, 154 Clerkenwell Road, London, EC1R 5AD.

# Your intentions

Please indicate at which level of the NVQ/SVQ or Diploma pathway you intend to start, and which levels you intend to complete:

NVQ/SVQ pathway	start at	complete	Diploma pathway*	start at	complete
Foundation	<input type="checkbox"/>	<input type="checkbox"/>	Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
Technician	<input type="checkbox"/>	<input type="checkbox"/>	Diploma*	<input type="checkbox"/>	<input type="checkbox"/>

If you are registering for the **NVQ/SVQ in Payroll Administration**, please indicate at which level you intend to start, and which levels you intend to complete:

	start at	complete
Level 2	<input type="checkbox"/>	<input type="checkbox"/>
Level 3	<input type="checkbox"/>	<input type="checkbox"/>

Please tick this box if you intend to apply for AAT full membership when you complete your studies. See page 8 of this guide for details about AAT full membership.

\* See front page for details

# Education

Which of the following apply to you? Please tick once, against the highest level achieved:

No formal qualifications	<input type="checkbox"/>	
GCSE	<input type="checkbox"/>	Please tick how many you passed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+
A-levels/Scottish Highers/Irish Leaving Certificate	<input type="checkbox"/>	Please tick how many you passed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+
NVQ/SVQ *	<input type="checkbox"/>	Please tick which NVQ/SVQ level you passed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Degree	<input type="checkbox"/>	Please tick if accountancy related <input type="checkbox"/>
Other (please specify)	<input type="text"/>	

\* If you have already completed a NVQ/SVQ which covers identical units to those in the NVQ/SVQ pathway of the AAT Accounting Qualification you are eligible for accreditation of those units. Please provide a photocopy of your unit certificate with this form.

# Bankruptcy, criminal convictions & civil offences

You must answer yes or no to each question otherwise your application will be delayed. If you answer yes to any of the questions, you must give full details in writing and enclose it with your application.

Are you or have you ever been bankrupt or entered into an agreement with your creditors?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any criminal convictions which are not spent under "The Rehabilitation of Offenders Act"?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been found guilty of a civil offence? (Examples of civil offences are those under the Companies Act and the Financial Services Act)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>