

CIMA Certificate in Business Accounting 2017 & The CIMA Higher Apprenticeship in Management Accounting



CIMA Certificate in Business Accounting

- Achieve an accounting qualification within a year
- 25% discount available when booking on 3 papers
- Pearson computer based assessment centre.

The CIMA Higher Apprenticeship in Management Accounting CIMA



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Chartered Institute of
Management Accountants



Certificate in business accounting

“Excellent course. The tutor appears to have encyclopaedic knowledge of case law and a wealth of amusing, yet informative and relevant anecdotes”



Introduction to Certificate in Business Accounting

The Certificate in Business Accounting is a qualification that gives delegates a good business foundation. It also provides a pathway straight into the CIMA Professional Qualification. The Certificate gives a grounding in the basics of business and accounting. Its aim is to ensure an understanding of the principles of book-keeping, budgeting and preparing management and financial accounts. It also examines how formal business relationships between organisations are established and the economic environment in which organisations operate.

The courses are assessed by Computer Based Assessment (CBA) which can be sat at Reed Business School soon after the course. The exams can also be booked and taken at a Pearson VUE centre.

Paper No.	Exam Duration	Subject
BA2	2 hrs	Fundamentals of Management Accounting (FMA)
BA3	2 hrs	Fundamentals of Financial Accounting (FFA)
BA1	2 hrs	Fundamentals of Business Economics (FBE)
BA4	2 hrs	Fundamentals of Ethics, Corporate Governance & Business Law (FBLW)





Benefits of training at Reed

The Business School offers residential facilities enabling students to avoid the demands of day to day domestic chores and daily commuting. All meals are provided within our residential option. Course delegates can attend on either a residential or non-residential basis. To give you the best chance of passing your exams, our class sizes are kept deliberately small. The benefits of smaller class sizes is evident in pass rates that are consistently above the national average.

The 'personal' approach of our intimate classes enable students to freely ask questions in and out of class. Students can also share experiences through spending time together during meal times and if staying residentially throughout the evening.

Our small team of dedicated tutors are all experts in their subjects and teach equivalent papers to a high level. Your subject tutor will provide their email contact details and are available outside of the class to help you throughout your studies.

Tuition

Our courses are scheduled over weekends designed in mind for the individual at work who does not gain a great deal of study leave to attend courses. Each module is planned over an approximate 10 week period therefore all papers can be completed within 1 year.

Modules can be sat in any order and therefore students can start the course at any point in the year.

“ Tutor very helpful
and engaging. ”

Marianne, CIMA student



Course material

Material provided within the tuition fee include

- tuition notes
- study text
- revision question bank
- pocket notes

The study text and tuition notes will be given to you on day one of the course. If you wish to receive the study text in advance, a charge will be made for p&p.

Online materials

Within the course fee, you will also have an online facility to supplement your learning.

- e-study text
- e-course notes
- course exams questions and answers
- useful articles
- e-revision kit

CBA exam facilities

Students can take their computer based exam assessment at Reed Business School which will be

scheduled at a weekend 2-3 weeks after the course has been completed. The exams are also available at a Pearson VUE centre and students can book their exam at a venue and time to suit. Students are welcome to sit a CBA at Reed even if not attending one of our courses. Places are subject to availability and need to be booked in advance. If new to Reed and you subsequently enrol on one of our courses we will credit the cost of your CBA fee (£67 + VAT) to your course fees.

No pass – free re-sit

We are fully confident that our Certificate in Business Accounting training programme will ensure your success at your examination sitting. In testimony to our belief in our courses, we are willing to offer any student who is unsuccessful at their exam, a free computer based exam attempt at a date by arrangement.

To qualify for the no pass free resit offer, students need to have attended all full days of Reed Business School course and provide evidence of their Pearson exam failure certificate. Students will then be eligible for one free re-sit CBA exam per student per paper. This can either be taken at Reed Business School or if booking at a Pearson Centre, Reed will provide a voucher for the exam entry fee.

Course dates

Paper	2017/18 course dates (@:00am start)	Exam
BA2 Fundamentals of Management Accounting	18-19 Nov, 9-10 Dec 2017	20 Dec or 6 Jan 2018
BA3 Fundamentals of Financial Accounting	13-14 Jan, 27-28 Jan, 17-18 Feb 2018	10 Mar 2018
BA4 Fundamentals of Ethics, Corporate Governance & Business Law	24-25 Jun, 8-9 July 2017	5 Aug 2017
BA1 Fundamentals of Business Economics	9-10 Sep, 30 Sep -1 Oct	28 Oct 2017

Course fees

If booking on three or more papers at the same time, a discount of 25% on the tuition fees will be given on all papers. Please refer to our terms and conditions for further details.

Paper No.	Paper Name	Course length(days)	Tuition Fees £	*CBA Fees £
BA2	Fundamentals of Management Accounting	4	320 (384)	£67 (£80.40)
BA3	Fundamentals of Financial Accounting	6	420 (504)	£67 (£80.40)
BA1	Fundamentals of Business Economics	4	320 (384)	£67 (£80.40)
BA4	Fundamentals of Ethics, Corporate Governance and Business Law	4	320 (384)	£67 (£80.40)

*CBA – Computer Based Assessment

Residential information/fees

	£/night
Single room (at shared room rate for CMA Certificate students)	£37 (44.40)

Accommodation is situated in one of our surrounding cottages. The rooms are basic but equipped with all the necessary requirements for residential study with shared bathroom and shower facilities.

For the CIMA Certificate courses, we will provide single room occupancy at the shared room rate. This offer is subject to availability.

All meals and drinks are provided within the residential option. For students attending on a non-residential basis, drinks and lunch will be provided.

If you would prefer to stay in accommodation which is a little more luxurious. We have a limited number of en-suite rooms for £72 +VAT/night. Please complete relevant section on enrolment form. We can also provide a list of recommended hotels. We would ask that if this is an option you would like to take, you book directly with the hotel.

Student registration

Please note that you must have registered with CIMA and received your CIMA contact I.D. before you can book on a CBA.

Please refer to www.cimaglobal.com/starting-cima/starting-cima/registration on details of how to register.





Professional Accounting Apprenticeships

The environment in which we operate is changing and organisations need to be aware of the opportunities that apprenticeships provide and the options available to them and their trainees.

Who is it for?

Employers – Apprenticeships are nationally-accredited work-based programmes designed to meet employer needs at a high skill level and include qualifications equivalent to higher education.

Employees – Individuals gain a recognised professional qualification, technical knowledge and professional skills.

Support Services:

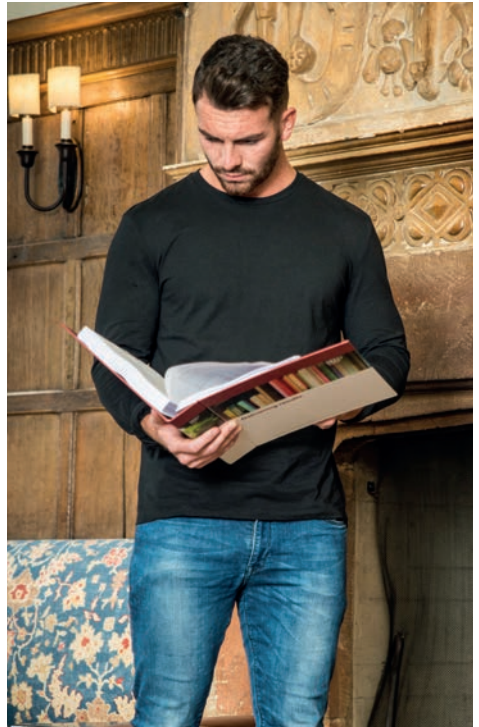
Reed Business School is listed on the Government Register of Apprenticeship Training Providers and approved to deliver apprenticeship training. We have developed a support service for employers to assist you in maximising your utilisation of the apprenticeship levy which operates as follows:

- Initial meeting to assess skills needs and new recruitment planned, this will give an early indication of potential utilisation of the levy. This can be matched against the likely annual levy amount available.
- This will be followed by a skills audit of your organisation to assess who may be eligible for apprenticeships (the levy applies to existing employees as well as new recruits, as long as they are eligible).
- Once individuals have been identified we would then complete an individual learning plan with each member of your staff who may be interested in an apprenticeship.
- Once this stage has been completed we would then proceed to commence sign up and delivery of the apprenticeships.
- Apprenticeships range from intermediate and advanced levels (levels 2 and 3) to higher and degree apprenticeships (levels 4 and 7). At the business school we currently specialise in the higher level 4 apprenticeship and intend to offer level 7 when it is introduced (expected September 2017).



Delivery Overview:

You will be able to use multiple training providers to deliver an apprenticeship although funding for all elements of each apprenticeship must be routed through a single provider that the employer has chosen and will be limited by the maximum funding band. For accounting level 4 this is £9,000, [it is anticipated that for level 7 this will be £27,000 but this is yet to be confirmed]. At the outset of each apprenticeship, a main provider and employer will agree a plan for its delivery. Reed Business School will be offering a more flexible apprenticeship package, with a 'Pick n Mix' approach to content which allows employers to drive the content of the apprenticeship programme. We intend to offer a menu of, individually priced, possible content options, which, if required also incorporates other training that you provide to your trainees via another provider.





What further progression opportunities are available after successful completion?

- Continue to study for the CIMA Professional Qualification to become a Chartered Global Management Accountant
- Complete further study through educational routes to full degree level or Masters level

How do I apply for an apprenticeship?

You apply for an apprenticeship vacancy the same way as applying for a job.

CIMA have a website to help search for apprenticeship vacancies <http://myjobs.cimaglobal.com/>

You can also search for vacancies on the National Apprenticeship Service (NAS) <https://www.gov.uk/apply-apprenticeship>

How do I find out more about the training?

Please contact us to discuss signing up with Reed Business School for your training. We will then advise you of a course programme to coincide with when you and your employer have agreed a start date. We will arrange to visit your employer to go through the necessary paperwork and get you started on the first step towards your professional qualification.



Enrolment - CIMA Certificate in Business Accounting



Surname

First name

Male Female

Date of birth

Home address

Postcode

Tel

Mobile

Email

Emergency contact details

CIMA Contact ID

(This information is required to sit the CBA)

Course fees to be paid by: Student Employer

Employer's name and address

Postcode

Tel

Fax

Email

I have read and accept the terms of business

Student signature

Please print

Date

Have you studied at Reed Business School before?

Yes

How did you hear of Reed Business School?
(e.g. website, direct mailing, recommendation,
previous student)

Please ask employer to sign below if paying your
course fees.

I have read and accept the terms of business

Employer's signature

Please print

Employer's title

Date

Do you have any dietary requirements?

Vegetarian

No fish

Dairy free

Wheat free

Nut allergy

Vegan

Other

Please give details of 'other'

If you wish to sign up with us to do the Higher
Apprenticeship, please tick here and we will
contact you to discuss your study programme

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2017



Course Fees

Paper	2017/18 course dates (9:00am start)	Exam	Tuition Fees £
BA2 Fundamentals of Management Accounting	18-19 Nov, 9-10 Dec 2017	20 Dec or 6 Jan 2018	320 (384)
BA3 Fundamentals of Financial Accounting	13-14 Jan, 27-28 Jan, 17-18 Feb 2018	10 Mar 2018	420 (504)
BA4 Fundamentals of Ethics, Corporate Governance & Business Law	24-25 Jun, 8-9 July 2017	5 Aug 2017	320 (384)
BA1 Fundamentals of Business Economics	9-10 Sep, 30 Sep-1 Oct	28 Oct 2017	320 (384)
£ Total to carry down			

**25% discount on tuition fees can be deducted for booking on three or more courses at the same time. Discount is applicable to tuition fees only please see our terms and conditions

Accommodation

	Please indicate dates you require accommodation	Total £
Single room @ £37/night **		
En-suite single room @ £72/night ***		
£ Total to carry down		

Special offer for CIMA Certificate courses - single room for the price of shared (subject to availability). *Premium en-suite rooms subject to availability.

Computer Based Assessments (CBA)

	BA2	BA3	BA4	BA1	Total £
Please indicate which of your CBA papers you would like to sit at Reed Business School (£67 each)					
£ Total to carry down					

P&P

	BA2	BA3	BA4	BA1	Total £
Please tick the boxes below to indicate if you want the study text posted to you					
Study material*** £9 per subject, P&P inc VAT					
£ Total to carry down					

***Study material is provided within the tuition fee. If you require the material before the course commences, a fee of £9/subject text will be applied to cover P&P. Please indicate above if you wish to have the study material posted to you.

Totals

Methods of payment

- Please invoice my employer (if signed overleaf)
- I enclose a cheque for £
made payable to: Reed Business School
- Credit/debit card – please charge my credit/debit card in respect of the courses listed above and any fees outstanding in respect of the CIMA courses booked

Name on card

Cardholder's signature

Card No.

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Valid from □□□□ Expiry date □□□□

Issue No. (If applicable) □□ Security No. □□□□

Statement address:

Course fees	
*Discount	
Accommodation fees	
CBA fees	
Sub-total	
VAT	
P&P	
Total	
<input type="checkbox"/> Please tick if you are paying in full upon enrolment	
<input type="checkbox"/> Please tick if you wish to be invoiced in instalments (Please refer to T&Cs)	

REED BUSINESS SCHOOL Terms & Conditions

These terms and conditions (the “Terms”) shall apply to your purchase of any Course from us. Please ensure that you read and accept these Terms prior to submitting an Order.

1. Definitions

- a) “Course” means the training course offered by us and purchased by you;
- b) “Delegate” means the person who will be attending the Course;
- c) “Fee” means the price payable for the Course and/or the Materials;
- d) “Materials” means the documents which accompany or supplement a Course;
- e) “Order” means your request to purchase a Course;
- f) “Trade Marks” means all names, marks, symbols and logos from time to time owned by, registered by or licensed to us, including without limitation “Reed Business School”;
- g) “we/us/our” refers to Reed Business School Limited, having its registered office at The Manor, Little Compton, Moreton-in-Marsh, Gloucestershire GL56 0RZ;
- h) “Website” means <http://www.reedbusinessschool.co.uk>, or any other website we may designate from time to time;
- i) “you/your” refers to the Delegate and/or the person or organisation which has purchased the Course on behalf of the Delegate, as the case may be.

2. The Contract

- 2.1 By making an Order, you agree that you have read, understood and accepted these Terms.
- 2.2 When you submit an Order to us, this does not mean that we have accepted or will accept your Order. Our acceptance of your Order will only take place when we issue you with a written acceptance of the Order by confirming a place for you at the relevant Course, at which point a legally binding contract will come into existence between you and us. If, for any reason, we are unable to accept your Order, we will inform you of this and we will not process the Order.

3. Payment Terms

- 3.1 Orders must be accompanied by full payment of the Fee or your employer’s authorisation to be invoiced for the Fee.
- 3.2 Where your employer has agreed to pay the Fee, full payment is due no later than 15 working days before the Course start date or within the due date specified on our invoice, whichever is sooner. Orders made within 15 working days of the Course start date shall require immediate payment.
- 3.3 Where an instalment plan payment has been requested, each payment must be paid no later than 15 working days before the start of each course or within the due date specified on our invoice, whichever is sooner. A schedule of the instalment payment plan with payment terms will be provided with the initial invoice. Valid Debit/Credit card details must be provided in order to pay by instalments.
- 3.4 If we do not receive the Fee in accordance with these Terms, we reserve the right to refuse you access to the Course.
- 3.5 In the event of late payment of the Fee, we reserve the right to charge interest on all outstanding sums at the rate of 5% above the

Bank of England’s base rate per annum accruing daily from the last date that payment was due until the date that payment is made.

- 3.6 You acknowledge and agree that you will not be entitled to make any claim or bring legal proceedings in respect of any refund, credit note, overpayment or other repayment, howsoever arising, 4 years after the date on which the relevant payment was made.
- 3.7 VAT shall be payable on all Fees at the prevailing rate.

4. Courses and Ancillary Services

- 4.1 Subject to clauses 2.2 and 7.1, we shall provide the Course purchased by you at the agreed time and location. It is your responsibility to satisfy yourself of the Course’s suitability for your needs.
- 4.2 You may purchase additional Materials relevant to your Course by submitting an Order. A contract will only be made upon our confirmation that we will deliver the Materials. Payment in full of the Fee for the Materials must be made before we will deliver.
- 4.3 We reserve the right to sub-contract the delivery of the Course and/or the performance of any ancillary services without prior notice. Sub-contracting will not relieve us of our obligations under the Terms.
- 4.4 We reserve the right to amend, substitute, modify and/or improve the content, format or delivery of any Course (in whole or in part) from time to time. Reasons for this may include (without limitation) changes to qualifications made by appropriate certifying bodies, and ongoing improvements or efficiencies which may be required by us. Such changes may be made without your prior consent.
- 4.5 We reserve the right to suspend any web-related services (including but not limited to the Website) without prior notice.
- 4.6 We do not guarantee that the Website is free of defects, viruses or other malware. It is your responsibility to use up to date anti-virus software and/or other appropriate measures to protect your security online.
- 4.7 You are responsible for the safe keeping of any user IDs and passwords (“Login Details”). You shall be liable for all Orders made using your Login Details. You should notify us immediately if your Login Details have been compromised.

5. Registration and Reporting

- 5.1 We are not responsible for registering Delegates with any professional body. We will register the Delegate only for computer based exams held by us at our premises, provided the Delegate has registered with the relevant professional body.
- 5.2 Written reports on the Delegate’s progress may be sent to the Delegate’s employer at the employer’s request.
- 5.3 If a Delegate has booked onto an ACCA or CIMA course, the Delegate agrees, or the employer shall procure that the Delegate agrees, to us submitting to ACCA or CIMA (as appropriate) the Delegate’s date of birth, ACCA/CIMA registration number, and details of the Course(s) attended, in order for the Delegate’s exam results to be released to us for statistical purposes only, which will remain strictly confidential.

6. Your Right to Cancel, Defer, or Transfer

- 6.1 If you are a consumer, you have a statutory right to cancel any contract entered into under these Terms in accordance with the statutory Cancellation Policy, however, Materials may not be cancelled and returned if they are audio or video recordings or software and the seal in the wrapping has been broken.
- 6.2 In addition to any statutory right to cancel, you may cancel an Order subject to a cancellation fee of either:
- (a) £100 + VAT if cancelled more than 15 working days before the Course start date, or
 - (b) 100% of the Fee + VAT if cancelled 15 working days or less before the Course start date.
- 6.3 Any request to defer your Course or transfer to another Course will be subject to our approval in our absolute and sole discretion. If such request is made 15 working days or less before the Course start date, you may incur an additional fee.
- 6.4 Should you wish to defer or transfer:
- a) if the deferred or new Course is of equal or lesser value, no refund will be given;
 - b) if the deferred or new Course is of greater value, you will need to pay the balance.
- 6.5 Notice of Course cancellation, deferral or transfer should be sent in accordance with clause 10.2.

7. Termination or Cancellation by Us

- 7.1 We reserve the right to cancel, reschedule or change the location of your Course at any time. In these circumstances, you will be offered a refund of any amount you have already paid towards the Fee. We will not be liable for any expenses incurred by you unless the Course has been cancelled within 7 working days of the Course start date, when we will refund to you a maximum of £100 + VAT upon your production of original expense receipts.
- 7.2 We may terminate this contract with immediate effect and without liability to refund you if:
- a) You are in breach of these Terms and such breach is incapable of remedy or you have failed to remedy such breach within 7 days of notification; or
 - b) In our reasonable opinion, you are abusing the Course, Materials and/or the Website or acting in any way which interferes with our intellectual property rights or damages our reputation.
- 7.3 In the event of termination or cancellation (other than under clause 6.1), you shall upon demand return all Materials which have not been paid for within 7 days.

8. Liability

- 8.1 We will not be liable to you for any claims, liabilities, losses, damages, costs, expenses, fines and/or penalties unless they are caused directly by our negligence and/or breach of these Terms.
- 8.2 Subject to clause 8.4 below, we shall not be liable to you for any (a) loss of profit, revenue, business, opportunity, goodwill, interest or savings, whether direct or indirect, howsoever arising, (b) for any consequential, economic, indirect or special loss howsoever arising.
- 8.3 Subject to clause 8.4 below, under no circumstances shall our liability to you (whether in contract, tort (including negligence), breach of statutory duty or otherwise) exceed the Fee.

- 8.4 Neither party shall exclude or limit their liability to the other for (a) death or personal injury caused by negligence, (b) fraud or fraudulent misrepresentation, or (c) any other liability which by law cannot be excluded or limited.

- 8.5 Neither party shall be liable for any failure or delay in performing their obligations under these Terms if such failure or delay was caused by any event outside that party's reasonable control.

9. Information Management

- 9.1 We will use any personal data (as defined by the Data Protection Act 1998) collected during the course of your dealings with Us in accordance with UK data protection legislation and our Privacy Statement (as set out on our Website).

10. Contact Us

- 10.1 If you have any queries about your Course/Order or wish to make a complaint, please contact us by email at rbs.reed@reedbusinessschool.co.uk or by post to The Manor, Little Compton, Moreton-in-Marsh, Gloucestershire GL56 0RZ.
- 10.2 Notices and other communications from you must be in writing and may be delivered by hand or sent by first class post or by email to the appropriate address in clause 10.1 above. Any notice or document shall be deemed served (a) if delivered by hand, at the time of delivery; (b) if posted, 2 working days after posting; or (c) if sent by email, at the time of acknowledgment by us.
- 10.3 All complaints must be notified to us within 10 working days of the end of the Course.

11. Acceptable Use

- 11.1 You agree to abide by all applicable laws, regulations, and codes of conduct and will ensure that your use of the Materials does not infringe upon the rights of others.
- 11.2 All content made available to you (including without limitation our Website) belongs to us or our licensors (and may be subject to separate terms). Any access to, retrieval and/or display of such content is solely for your personal and non-commercial use. We or our licensors own the copyright and all other intellectual property rights associated with such content, save where otherwise stated.
- 11.3 You acknowledge that we own the Trade Marks and that you may not use any of them without our prior written permission. You understand that other products, company names and logos mentioned or displayed in the Materials, Website or our other content may be the trade marks, service marks or trading names of third parties.

12. Code of Conduct

- 12.1 You shall comply with all reasonable instructions or directions given by us in respect of the Courses, Materials, and our premises and property.
- 12.2 You shall not do anything which adversely affects our rights and interests, including but not limited to:
- a) copying, reproducing, modifying, redistributing or in any way commercially exploiting the Courses, Materials, Website or other content (other than as allowed under these Terms);
 - b) damaging, interfering with or disrupting access to our Website or electronic services or doing anything which may interrupt or impair their functionality;
 - c) making available, uploading, or distributing by any means any material or files that contain any viruses, bugs, corrupt data or any other harmful software;

d) falsifying the true ownership of the Courses, Materials, Website and other content;

e) obtaining or attempting to obtain unauthorised access, through whatever means, to the Courses, Website, our services, computer systems, or network, or those belonging to any of our partner organisations;

f) setting up links from any website controlled by you to our Website or our services or other content, without our express written permission.

13. Special Offers

13.1 From time to time, we may offer certain special offers and/or discounts on our Website. All offers and discounts are made at our discretion and can be withdrawn by us at any time, for any reason and without prior notice.

13.2 Offers and discounts only apply in the stated period to the stated products.

13.3 Offers and discounts cannot be applied retrospectively to Courses/Materials already ordered. You cannot cancel or defer a Course or transfer to another Course in order to take advantage of a special offer or discount.

13.4 Offers and discounts cannot be used in conjunction with any other offer or discount unless specifically stated otherwise.

14. Other Important Terms

14.1 These Terms shall be subject to the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

14.2 Each provision of these Terms is severable and distinct from the others. If a provision of these Terms is held to be or becomes illegal, invalid or unenforceable in any respect by a court or relevant authority of competent jurisdiction, it shall to that extent be deemed not to form part of these Terms but this shall not affect the legality, validity or enforceability of the remainder of these Terms which shall continue in full force and effect.

14.3 If either party does not exercise any right or remedy under these Terms, this will not be taken to mean that such right or remedy has been waived.

14.4 A person who is not a party to this contract shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of the Terms. For the avoidance of doubt, where a person or organisation has purchased the Course on behalf of a Delegate, such person/organisation shall be a party to this contract and shall be responsible for ensuring compliance by the Delegate(s) with these Terms.

14.5 You may not transfer your rights or obligations under these Terms to anyone else unless we have given permission in writing. For the avoidance of doubt, this includes substitution of Delegates.

14.6 The Courses and Materials provided by us do not constitute and cannot be relied upon for legal advice. You should consult a solicitor for legal advice. Neither we nor our employees, trainers or consultants accept responsibility for your actions or losses, or those of third parties with access to the Courses and/or Materials, as a result of reliance on the Courses and/or Materials as legal advice.

Cancellation Policy

Right to Cancel

You have the right to cancel a contract entered into under the Terms ("Contract") within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day (i) of our acceptance of your Order, for purchased Courses; or (ii) on which you, or a third party indicated by you (other than the carrier), acquire physical possession of the Materials, for purchased Materials.

To exercise the right to cancel, you must inform us of your decision to cancel by a clear statement (e.g. a letter sent by post to the address on our model cancellation forms available, or an e-mail sent to rbs.reed@reedbusinessschool.co.uk). You may use the model cancellation form on our website, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

Effects of cancellation

If you cancel a Contract, we will reimburse to you all payments received from you, including the costs of delivery (except for supplementary costs arising if you chose a type of delivery other than the least expensive type of standard delivery offered by us).

We may make a deduction from the reimbursement for loss in value of any goods supplied, if the loss is the result of unnecessary handling by you.

We will make the reimbursement without undue delay, and not later than:

(a) 14 days after the day we receive back from you any goods supplied, or

(b) (if earlier) 14 days after the day you provide evidence that you have returned the goods, or

(c) if there were no goods supplied, 14 days after the day on which we are informed about your decision to cancel the Contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement. We may withhold reimbursement until we have received the goods back or you have supplied evidence of having sent back the goods, whichever is the earliest.

You shall send back the goods to Reed Business School, The Manor, Little Compton, Moreton-in-Marsh, Gloucestershire GL56 0RZ without undue delay and in any event, not later than 14 days from the day on which you communicate your cancellation of the Contract to us. The deadline is met if you send back the goods before the period of 14 days has expired.

You will have to bear the direct cost of returning the goods. You are only liable for any diminished value of the goods resulting from the handling other than what is necessary to establish the nature, characteristics and functioning of the goods.

If you requested to begin performance of services during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation of the Contract, in comparison with the full coverage of the Contract.

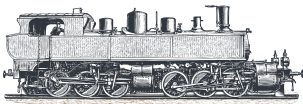


Reed Business School

The Manor, Little Compton,
Nr Moreton-in-Marsh
Gloucestershire GL56 0RZ

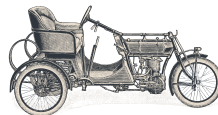


Reed Business School is situated in Little Compton, a picturesque & quiet village in the heart of the Cotswolds.



By rail

There is a main line station at Moreton-in-Marsh offering frequent intercity services to Oxford, Reading, London Paddington and Worcester/Hereford. The Business School is a 4 mile taxi journey away from the station.



By road

The distances by road are... Oxford 25 miles A44
Birmingham 45 miles M40 (J15), A429, A44
London 80 miles M40 (J8), A40, A44
Swindon 35 miles A361, A44.