



ACCA Computer Based Examination (CBE) Registration Form

All candidates must bring valid ID with photo and signature on the exam day.

We are open Monday to Saturday ALL Year, except Bank holidays.

Please complete ALL FIELDS in BLOCK LETTERS. Incomplete forms will not be processed!

First Name	Middle Name (s)
Surname	
ACCA Registration number	Date of Birth (dd/mm/yyyy)
UK Address	Postcode
Tel number	Email

Please TICK the required Exam (Booking fee F1, F2, F3 = £85 & F4 = £100)

		Exam Date	Time
F1 – Accounting in Business			
F2 – Management Accounting			
F3 (UK) – Financial Accounting (United Kingdom)			
F4 – Corporate and Business Law <input type="radio"/> English <input type="radio"/> Global			

Please TICK the required Exam (Booking fee FA1, FA2, MA1 & MA2 = £75)

		Exam Date	Time
FA1 – Recording Financial Transactions			
FA2 – Maintaining Financial Records			
MA1 – Management Information			
MA2 – Managing Costs and Finance			

Please TICK the required Exam (Booking fee FA1, FA2, MA1 & MA2 = £85)

		Exam Date	Time
FAB – Accountant in Business			
FFA – Financial Accounting			
FMA – Management Accounting			

Bank Details: Sort code: **089299** Account number: **65277904** Account name: **SPARK EDUCARE CIC**
Ref: ACCA CBE + Your name initials

Alternatively: We also accept card payments at <http://sparkeducare.org/?payment> NB. Paying by credit card incurs an additional service charge of 6.0% of exam fee payable to the credit collecting company – NOT to SPARK!!

Terms and Conditions:

- Exam fees will be forfeited if candidate fail to be present on the exam date.
- No refunds will be granted once registration for the examination has been confirmed and tokens generated.
- Only candidates with valid ACCA membership and valid IDs are eligible.

Declaration:

I declare that the information given in this form is correct and I hereby agree with SPARK's terms and conditions of enrolment and make full payment for the exam date and time stated above

Booking / Reschedule / Cancellation Charges:

Up to 7 Days Notice = 100% of Booking Price
 8 – 21 Days Notice = 75% of Booking Price
 over 22 Days Notice = No cancellation fee

Please, ensure you arrive at the centre 30 minutes before the start of your exams to complete admission process on the day of your exams. Please bring along **TWO PROOFS OF Photo ID**.

Signature _____ Date _____