

Physical Address: 1023 Banklaan Centurion 1023
Tel: 012 663 6333 or 012 683 9940 | Fax: (012) 648 9741
Email: accounting@ca2000.co.za | Website: www.ca.ac.za
GPS: S25° 51' 22" E28° 10' 57"

CBE BOOKING APPLICATION FORM

Thank you for choosing Centurion Academy to sit for ACCA Computer Based Examination. Before completing this application form please read carefully our terms and conditions.

SECTION A

CBE Examination Booking Terms and Conditions

- All examination fees paid are non-refundable
- Candidate must select the correct exam papers
- **Once exam booking is confirmed (by email) the candidate forfeits all the fees paid in case of decision to postpone or cancel or failure to attend the scheduled exam.**
- Booking should be made at least **7 days** prior to your chosen examination date by submitting a completed CBE application form and proof of payment
- If you wish to reschedule your examination (**before exam booking is confirmed**), a notice of a minimum of **5 working days** has to be given and an extra charge of R 100.00 will be raised and the rescheduled exam will not be effected until the fee has been paid.
- We will endeavour to give the same date/time you have chosen for the examination but we reserve the right to change it should there be any interruptions or technical problems.
- Centurion Academy will not be held responsible should there be any interruptions with electricity and or any natural causes beyond our control.
- Your booking cannot be confirmed until CENTURION ACADEMY has received your full payment and a fully completed application form.
- ACCA reserves the right to cancel a CBE examination for any reason whatsoever. All queries should be directed to ACCA if any event your examination is cancelled by ACCA.
- You have to be at CENTURION ACADEMY Exam Centre 30 minutes before the exam starts.
- You will not be able to sit for your examination without providing an official valid form of identification such as ID, Passport or Driver's licence.
- It is your own responsibility to bring own noiseless cordless pocket calculator, rulers, pens, and pencils.
- CENTURION ACADEMY holds and possess information about students for administrative and academic purposes. All the information is strictly confidential and will not be shared with any external organization or bodies.

SECTION B-PERSONAL DETAILS

Title	Mr	Mrs	Ms	Other		Surname	
First Name						Other Names	
Gender	Male	Female		ID /Passport Number			
Date of Birth	DD/MM/YYYY		Nationality				
Residential Address							
Postal Code		City		Province			
Home Tel					Business Tel		
Mobile					Email		
ACCA Registration Number							
Institution where currently attending face to face lectures							

SECTION C-EXAMINATIONS SELECTION

QUALIFICATION	EXAM PAPER	EXAMINATION CODE	Tick ✓	PREFERED EXAM DATE	TIME 10:00
FOUNDATIONS IN ACCOUNTANCY	Recording Financial Transactions	FA1			
	Management Information	MA1			
	Maintaining Financial Records	FA2			
	Managing Costs and Finance	MA2			
	Accountant in Business	FAB			
	Financial Accounting	FFA			
	Management Accounting	FMA			
ACCA QUALIFICATION	Accountant in Business	F1			
	Management in Accounting	F2			
	Financial Accounting	F3			
	Corporate and Business Law (Global or English)	F4			

SECTION D

Application Accompanying Documents

1. Candidates are required to submit a valid form of identification such as ID, Valid Passport or a valid driver's Licence.
2. Candidates should attach a proof of payment to this application form
3. NOTE : This application will only be accepted if full fees are paid in advance
4. Application together with the accompanying documents should be submitted 7 days prior to the examination date.

PAYMENT DETAILS

CA Banking Details

Name of Account holder : Centurion Academy
Bank Name : ABSA
Branch Code : 632-005
Account Number : 914 753 5206

SECTION E

Student Declaration

By submitting this application form I confirm that I have read, understand and agree to the terms and conditions that are set out in the guidance notes attached to this application form.

I understand that CENTURION ACADEMY operates on a first come, first served policy on all computer based examinations, which could mean the session I wish to sit for may become full. In this case my application will be moved to the next scheduled session.

I understand that if I do not attend the examination for any reason I will forfeit the examination fees I have paid.

I understand that I will not be allowed to sit for the examination if I arrive late.

I confirm that the information I have given is the truth and is accurate to the best of my knowledge

I understand that I shall be allowed to sit only for those exam papers I have entered on this form and paid for.

I understand that if I do not bring a valid form of identification at the venue I shall be denied to sit for the examination.

Names in full.....

Signature.....

Date.....

SECTION F

Disclaimer

Your personal data will only be used for internal purposes of Centurion Academy and for registration with ACCA. Centurion Academy is committed to deliver the examination services according to the rules and regulations set by ACCA. However we will not be held responsible for any interruptions which are caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible.

For office use only	
Received by	Approved by.....
Date	Date