



Financial Training Institute

THE ACCA Training Partner  
College for South Africans &  
International/Foreign Students

# ACCA/FIA PROSPECTUS 2013

(Go to next page/table of contents to find answers to all your questions)



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## 1. ABOUT CHARTERQUEST



We are without dispute, the leading, empowered and accredited Education and Training Provider of Choice in South Africa, focusing on Corporate Accounting, Banking, Insurance, Finance and Financial Markets Education through a wide range of top tier customised and accredited public, in-house and on-campus courses.

Based in Sandton but operating nationally and internationally, our core business includes exams-focused preparations for students seeking to pass their UNISA BCOM/PT Accounting, Honors and CTA exams with a primary emphasis on those seeking to become full members of their respective Professional Accounting, Finance, Banking and/or Risk Management bodies, viz:

- Association of Chartered Certified Accountants (ACCA)
- The Chartered Institute of Management Accountants (CIMA)
- Association of Accounting Technicians (AAT-SA)

**We are**

**THE ACCA Training  
Partner College**

**for South Africans &  
International/Foreign  
Students**

**We are licensed to use the award winning BPP Learning  
Media and comprehensive course notes in class**



- Association of Corporate Treasurers (ACT)
- CFA Institute (CFA-Inc)
- Chartered Institute of Bankers (CIB)
- Financial Planning Institute (FPI)
- Institute of Certified Bookkeepers (ICB)
- Institute of Chartered Secretaries and Administrators (ICSA)
- Institute of Directors (IOD-SA)
- Institute of Risk Managers (IRM)
- South African Institute of Chartered Accountants (SAICA)
- South African Institute of Financial Markets (SAIFM)
- South African Institute of Professional Accountants (SAIPA), and
- The Institute of Internal Auditors (IIA)

Our strategy is to develop and maintain strong partnerships with our students, their professional examining bodies, our team of highly-rated and qualified tutors as well as support staff to facilitate the integrated delivery of high quality corporate training workshops, classroom-based tuition, revision courses, and home/distance study designed to exceed our clients'/students' skills requirements and exams preparation expectations. We anchor this strategy on the following values:

- 1<sup>st</sup> Time Pass Guarantee and passrates
- Service excellence
- Professionalism
- Distinguished Leadership

Our key products/study packages and services offered nationally and internationally include:

- Corporate/Executive Finance Training
- Comprehensive Exams-focused Tuition
- Exams-focused Revision Workshops
- Home/Distance Learning Support
- BPP Learning Materials Provisioning

**Our Quality is backed by our  
1<sup>st</sup> time Pass Guarantee or FULL REFUND POLICY**



**And we have got top global Passrates to  
back this up!**

## 2. ABOUT ACCA & THE ACCA QUALIFICATION

### 2.1 THE ACCA PROFESSIONAL BODY & GLOBAL STANDING

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. Its aim is to offer business-relevant, first-choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management.

Founded in 1904, ACCA has consistently held unique core values: opportunity, diversity, innovation, integrity and accountability. ACCA believes that accountants bring value to economies in all stages of development. ACCA aims to develop capacity in the profession and encourage the adoption of global standards. ACCA's values are aligned to the needs of employers in all sectors and they ensure that, through their qualifications, they prepare accountants for business. ACCA seeks to open up the profession to people of all backgrounds and remove artificial barriers, innovating its qualifications and their delivery to meet the diverse needs of trainee professionals and their employers.

ACCA works to strengthen a global profession based on the application of consistent standards, which it believes best supports international business and the desire of talented people to have successful, international careers. ACCA champions the needs of small and medium sized business (SMEs) and emerging economies, and promote the value of sustainable business.



To achieve this, ACCA works with global bodies such as the International Federation of Accountants (IFAC) and with 71 global accountancy partnerships. Above all, ACCA seeks to bring long-term value to economies in which it develops and support professional accountants.

ACCA support its 147,000 members and 424,000 students in 170 countries, helping them to develop successful careers in accounting and business, with the skills needed by employers. ACCA works through a network of 83 offices and centres and more than 8,500 Approved Employers worldwide, who provide high standards of employee learning and development.

ACCA works in the public interest, assuring that its members are appropriately regulated for the work they carry out and, promoting principles-based approaches to regulation. ACCA

actively seeks to enhance the public value of accounting in society through international research and take a progressive stance on global issues to ensure accountancy as a profession continues to grow in reputation and influence.

### 2.2 THE ACCA PROFESSIONAL QUALIFICATION & STRUCTURE

#### OVERVIEW:

**The ACCA Qualification is your route to professional status.** It develops accounting knowledge and skills as well as professional values. This means you can build a successful career as a finance professional in any sector.

There is a strong focus on professional values, ethics and governance. This is essential because the profession is moving towards strengthened codes of conduct, regulation and legislation. And there is an increased focus on professionalism and ethics in accounting.

Professionalism and ethics is examined at the highest level in the ACCA Qualification. It is also a main part of the practical experience you must complete to qualify.

To qualify as an ACCA member, you will need to complete:

- a minimum of five of 14 exams (nine are eligible for exemption)
- the practical experience requirement
- The Professional Ethics module.

#### Collect qualifications along the way

There are lots of qualifications you can gain as you study and train for the ACCA Qualification. This is a great way to demonstrate to employers the knowledge and skills you have acquired and helps keep you on track and motivated.

On your way to ACCA membership you can achieve:

- a Diploma in Accounting and Business
- an Advanced Diploma in Accounting and Business
- a BSc (Hons) degree in Applied Accounting from Oxford Brookes University

#### WHO IS IT FOR?

ACCA can offer you various entry points on to the ACCA Qualification depending on your previous academic qualifications.

The minimum entry requirement is two A Levels and three GCSEs or their equivalent. These need to be in five separate subjects including English and maths.

Full information for each country is available in the minimum entry criteria document, which is located on the exemptions enquiry database on the ACCA website.

If you do not meet the minimum entry requirements to start the ACCA Qualification, then you will need to apply for Foundations in Accountancy and take some or all of these awards before continuing with the ACCA Qualification. If you complete the Diploma in Accounting and Business you will be able to transfer over to the ACCA Qualification, claim exemption from F1, F2 and F3 and continue your studies from F4 onwards.



### ACCA Qualification graduate-entry route

If you have a relevant degree from a university accredited by ACCA, then you may not need to take all of the ACCA Qualification exams. Nine exams at the Fundamentals level of the ACCA Qualification are eligible for exemption. You cannot claim exemptions from any exams at the Professional level.

Even if your qualifications are not from an accredited institution, you still may not need to take all of the exams. The amount of exemptions you can get will depend on how well your current qualifications match ACCA studies.

### HOW IT WORKS

### How long will it take?

It depends on what qualifications you have before you register with us. The quickest way to become qualified is to work and study at the same time. If you do, you could become an ACCA member in three or four years. How you study for our qualification is very flexible and you can progress at your own pace. But there is a time limit of ten years from the date of registration that you need to complete the exams in.

### Study options

You can choose how you study, how often you sit your exams and where you get your relevant practical experience. But ACCA recommends you do the practical experience along with passing your exams if you can.

You can choose from a variety of different study options including:

- full-time courses
- part-time day or evening courses
- distance learning
- weekend courses
- Revision courses.

### COURSE DETAILS

#### Exams

The ACCA exams are divided into two levels; Fundamentals and Professional.

The Fundamentals level is divided into two modules Knowledge and Skills. The Knowledge module introduces you to the main areas of financial and management accounting. You will study the other technical accountancy areas after you study this. There are six subjects in the Skills module which cover the main technical areas that accountants are expected to know.

#### *Fundamentals (nine papers in total)*

##### Knowledge

F1 Accountant in Business

F2 Management Accounting

F3 Financial Accounting

##### Skills

F4 Corporate and Business Law

F5 Performance Management

F6 Taxation

F7 Financial Reporting

F8 Audit and Assurance

## F9 Financial Management

The Professional level is divided into two modules; Essentials and Options. Both of the modules at Professional level have been set at the same ability level as a Masters degree.

This level builds on the technical knowledge you will already have. It will also explore more advanced professional skills, techniques and values. These are required at a senior level by accountants working in an advisory or consultancy role.

All students have to pass the three papers in the Essentials module. The Options module contains four papers, but you only need to complete two.

### **Professional (five papers in total)**

#### **Essentials**

P1 Governance, Risk and Ethics

P2 Corporate Reporting

P3 Business Analysis

#### **Options (two to be completed)**

P4 Advanced Financial Management

P5 Advanced Performance Management

P6 Advanced Taxation

P7 Advanced Audit and Assurance

### **Professional Ethics module**

Professional ethics is at the heart of the ACCA Qualification.

Professional ethics is covered in 11 of the 16 exam papers. This includes all papers at Professional level and three of the Essential performance objectives.

The Professional ethics module underpins both your studies and your practical experience in the qualification. The aim of the module is to introduce you to a range of ethical ideas.

You get access to the module when you become eligible to take Paper P1, *Governance, Risk and Ethics*. We recommend that you take the Professional ethics module at around the same time as you take this paper. You must finish it before you can become a member and before you can finish your BSc degree.

### **Practical experience requirement**

A key part of the ACCA Qualification is getting relevant practical experience in the workplace. ACCA exams will give you the theory behind your knowledge of accountancy. But you also need to have the practical experience to support it. This experience, alongside your exams and ethical awareness, will

mean you are fully prepared for a challenging career as a professional accountant.

The ACCA Qualification closely links practical experience to your studies. This means you can apply the knowledge you gain from the exams in your workplace. This also will show future employers that you have the right mix of knowledge and skills.

You should think about the practical experience you need to gain for the ACCA Qualification when looking for a job and choosing your employer.

You need to do three years' relevant work experience and achieve 13 of the performance objectives listed below. You will need to do all nine listed as 'Essentials' and four of those listed as 'Options'.

Performance objectives are part of the requirements you must meet for your practical experience. They set out a clear guide for the activities you should do and what you should achieve in the workplace. They outline the standards and expected result of your work. They also show the attitudes you are expected to have as a trainee accountant.

### **ESSENTIALS (all nine to be done)**

#### **Professionalism, ethics and governance**

- 1 Demonstrate the application of professional ethics, values and judgment.
- 2 Contribute to the effective governance of an organisation.
- 3 Raise awareness of non-financial risk.

#### **Personal effectiveness**

- 4 Manage self.
- 5 Communicate effectively.
- 6 Use information and communications technology.

#### **Business management**

- 7 Manage ongoing activities in your area of responsibility.
- 8 Improve departmental performance.
- 9 Manage an assignment.

### **OPTIONS (four to be done)**

#### **Financial accounting and reporting**

- 10 Prepare financial statements for external purposes.
- 11 Interpret financial transactions and financial statements.

#### **Performance measurement and management accounting**

- 12 Prepare financial information for management.
- 13 Contribute to budget planning and production.
- 14 Monitor and control budgets.

#### **Finance and financial management**

- 15 Evaluate potential business/investment opportunities and the required finance options.
- 16 Manage cash using active cash management and treasury systems.

#### **Audit and assurance**

- 17 Prepare for and collect evidence for audit.
- 18 Evaluate and report on audit.

#### **Taxation**

- 19 Evaluate and compute taxes payable.

20 Assist with tax planning.

## DIPLOMA AND B.Sc

### Diploma in Accounting and Business

If you decide to complete the ACCA Qualification, you will be awarded the Diploma in Accounting and Business on your way to completing the ACCA Qualification.

#### *What's involved?*

You will need to register as a student on the ACCA Qualification and complete:

- the first three exams of the ACCA Qualification. These are: F1, Accountant in Business, F2, Management Accounting and F3, Financial Accounting
- a professionalism and ethics module called Foundations in Professionalism.

#### *How long will it take to complete?*

It's up to you but please note there is a 10-year time limit to complete the exams when achieving the ACCA Qualification. You can sit the exams on demand as computer-based or paper-based exams in June and December at one of our 380 exam centres around the world. You can complete Foundations in Professionalism before or after the exams. So you could complete this Diploma in six to 12 months.

### Advanced Diploma in Accounting and Business

If you decide to complete the ACCA Qualification, you will be awarded the Advanced Diploma in Accounting and Business on your way to completing the ACCA Qualification.

#### *What's involved?*

You will need to register for the ACCA Qualification. When you have completed the Fundamentals level exams (F1-F9) and also the Professional ethics module, you will be awarded the Advanced Diploma in Accounting and Business. You can progress to the Professional level to continue your ACCA Qualification.

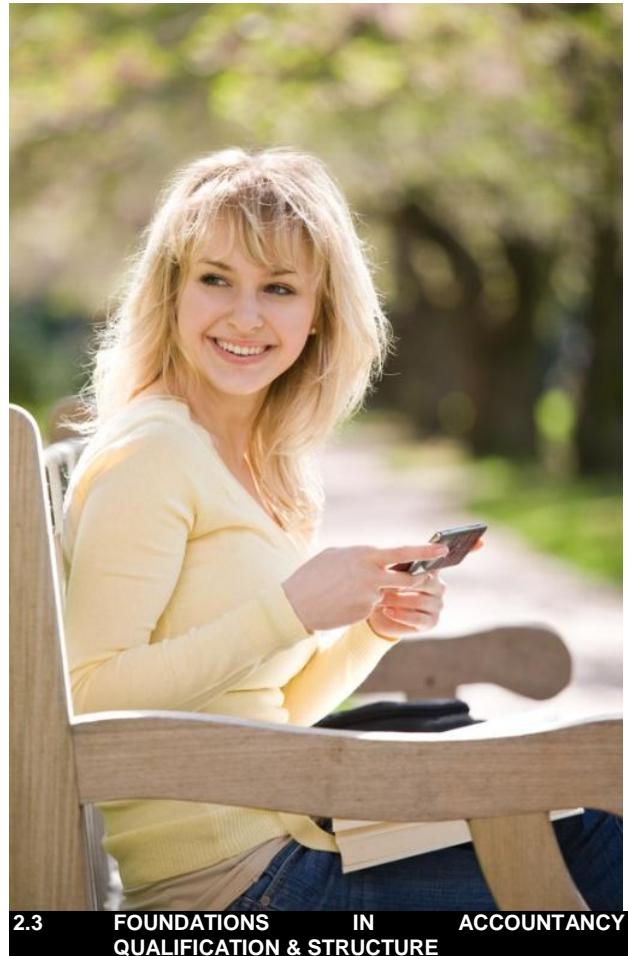
#### *How long will it take to complete?*

It's up to you, but please note there is a 10-year time limit to complete the exams when gaining the ACCA Qualification. You can sit the exams in June and December at CharterQuest or any one of ACCA's 380 exam centres around the world. You can complete Foundations in Professionalism before or after the exams. So you could complete this Diploma in 12 to 18 months.

### BSc degree in Applied Accounting

If you didn't study an undergraduate degree course at university, then you can still have the chance to gain a degree while studying to become a qualified accountant with ACCA.

We have a partnership with Oxford Brookes University. This means you can get a BSc Honours degree in Applied Accounting while you work towards achieving your ACCA Qualification. And you won't have to double your workload. It is the perfect way to enhance your ACCA Qualification and broaden your skills set. This will make your CV sit at the top of the pile with future employers.



2.3 FOUNDATIONS IN ACCOUNTANCY  
QUALIFICATION & STRUCTURE

## ENTRY LEVEL: INTRODUCTORY CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING

### Entry requirements

No previous academic qualifications are required.

Work experience	None.
Number of exams	Up to two depending on exemptions.
How long does it take?	It's up to you as there is no time limit. You could complete this certificate in six months or less.
What else is involved?	A professionalism and ethics online module*.

This certificate is part of the Foundations in Accountancy suite anyone looking to do an introductory qualification in accountin school leavers or those already working in accounts-support role: You don't need any previous academic qualifications to study for this certificate. The ability level is broadly equivalent to GCSE level.

#### What kind of work can I do with this qualification?

You could work in a variety of accounts-support roles including:

- a junior accounts clerk/junior bookkeeper role in a small or medium-sized enterprise
- a range of junior accounting administration roles within an accounting department of a larger organisation or financial shared service centre.

#### What's involved?

To achieve the Introductory Certificate in Financial and Management Accounting you will need to register as a student on Foundations in Accountancy and complete:

- two exams: Recording Financial Transactions (FA1) and Management Information (MA1)
- a professionalism and ethics module called Foundations in Professionalism.

#### How long will it take to complete?

It's up to you as there is no time limit. You can sit the exams on demand as computer-based exams or choose to sit paper-based exams in June and December at one of our 380 exam centres around the world. You can complete Foundations in Professionalism before or after the exams. So you could complete this certificate in six months or less.

#### Are my English and maths skills good enough to do the qualification?

Check your English and maths skills to see if you're ready to study with ACCA by using our free self-check modules. Just click on the link in the Related links box on the left-hand side of this page.

#### Can I miss out some exams if I have relevant qualifications?

Yes. Please visit our exemptions page (by clicking on the link in the See also box on the left-hand side of this page) to check what exemptions you may claim based on your previous qualifications.

#### Can I go on to do other ACCA qualifications?

We hope you will continue to study with ACCA and progress to the next level. You can go on to complete the Intermediate Certificate in Financial and Management Accounting or the Diploma in Accounting and Business.

## SUBJECTS/MODULES

**FA1: Recording Financial Transactions**  
**MA1: Management Information**

**ENTRY LEVEL:  
INTERMEDIATE CERTIFICATE IN FINANCIAL  
AND MANAGEMENT ACCOUNTING**

#### Entry requirements

No previous academic qualifications are required. However, you may wish to complete our Introductory Certificate in Financial and Management Accounting first.

Work experience	None.
Number of exams	Up to two depending on exemptions.
How long does it take?	It's up to you as there is no time limit. You could complete this certificate in six months or less.
What else is involved?	A professionalism and ethics online module*.

Part of the Foundations in Accountancy suite of awards, this certificate is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles.

#### Do I need any qualifications to start?

No previous academic qualifications are required to study for this certificate. However, you may wish to complete ACCA's Introductory Certificate in Financial and Management Accounting before attempting the Intermediate certificate. The ability level is broadly equivalent to A-Level standard.

#### What kind of work can I do with this qualification?

You could work in a variety of roles including:

- a bookkeeping or cost clerk role in a small to medium-sized organisation
- a range of accounting administration roles within an accounting department of a larger organisation or financial shared service centre.

#### What's involved?

To achieve the Intermediate Certificate in Financial and Management Accounting you will need to register as a student on Foundations in Accountancy and complete:

- two exams: Maintaining Financial Records (FA2) and Managing Costs and Finances (MA2)
- a professionalism and ethics module called Foundations in Professionalism. Please note, if you have already completed this module to gain the Introductory Certificate in Financial and Management Accounting, you don't have to complete it again.

#### How long will it take to complete?

It's up to you as there is no time limit. You can sit the exams on demand as computer-based exams or choose to sit paper-based exams in June and December at one of our 380 exam centres around the world. You can complete Foundations in

Professionalism before or after the exams. So you could complete this certificate in six months or less.

### Are my English and maths skills good enough to do the qualification?

Check your English and maths skills to see if you're ready to study with ACCA by using our free self-check modules. Just click on the link in the Related links box on the left-hand side of this page.

### Can I miss out some exams if I have relevant qualifications?

Yes. Please visit our exemptions page (by clicking on the link in the See also box on the left-hand side of this page) to check what exemptions you may claim based on your previous qualifications.

## SUBJECTS/MODULES

**FA2: Maintaining Financial Records**  
**MA2: Managing Costs and Finances**



## ENTRY LEVEL: DIPLOMA IN ACCOUNTING AND BUSINESS

### Entry requirements

None for students registered on Foundations in Accountancy.

Those studying for the Diploma as part of the ACCA Qualification will need a minimum of three GCSEs and two A Levels in five separate subjects including maths and English or their equivalent.

Work experience	None for those registered on Foundations in Accountancy. Three years for those studying the Diploma as part of the ACCA Qualification.
Number of exams	Up to three depending on exemptions.
How long does it take?	You could complete this Diploma in six to 12 months.
What else is	A professionalism and ethics online



## SUBJECTS/MODULES

**FAB: Accountant In Business**  
**FFA: Financial Accounting**  
**FMA: Management Accounting**

## ENTRY LEVEL: CERTIFIED ACCOUNTING TECHINICIA (CAT) QUALITIFICATION

### Entry requirements

No previous academic qualifications are required.

Work experience	One year's relevant practical experience in any accounting environment done before, at the same time or after completing the exams.
Number of exams	Up to nine depending on exemptions..
How long does it take?	It's up to you as there is no time limit. You could complete the CAT Qualification in one or two years.
What else is involved?	A professionalism and ethics online module*.

## 3. WHERE TO START : THE ACCA CHARTER QUEST

Please note:

### 3.1 WHERE TO START: CHECKING MINIMUM ENTRY REQUIREMENTS

The minimum entry requirement is two A Levels and three GCSEs or their equivalent. These need to be in five separate subjects including English and maths.

Full information for each country is available in the minimum entry criteria document, which is located on the exemptions enquiry database.

If you do not meet the minimum entry requirements to start the ACCA Qualification, then you will need to apply for Foundations in Accountancy and take some or all of these awards before continuing with the ACCA Qualification. If you complete the Diploma in Accounting and Business you will be able to transfer over to the ACCA Qualification, claim exemption from F1, F2 and F3 and continue your studies from F4 onwards.

### 3.2 WHERE TO START: CHECKING AND CLAIMING EXEMPTIONS

If you already have some qualifications you may not have to take all of the exams in the ACCA Qualification or Foundations in Accountancy awards. These are called exemptions and mean that you will start your studies at the right level for your knowledge and skill. You can also claim exemptions on the basis of practical experience if you wish to complete the CAT Qualification.

#### Should I claim my exemptions?

By claiming exemptions you can avoid studying the same topics that you have studied in the past. This is a good idea if you have studied for a related qualification recently. However, if you are thinking of claiming exemptions based on qualifications you gained a number of years ago or if you have been working in a field other than accountancy for some time, it may make more sense to take the exam.

Studying for the exam will allow you to refresh your knowledge of the topic and will ensure you are sufficiently prepared for the Professional level papers, which go into topics in greater depth.

If you are not sure whether to apply for an exemption, why not have a look through our past exam papers? Then, if you are not confident you could pass the exam right now, consider studying for the paper.

#### How to claim exemptions

Follow our short guide *How to check your exemptions* (available from the Related documents box at the bottom of this page) to find out how to check what exemptions you may be eligible to claim and if you could be entitled to claim any exemptions online.

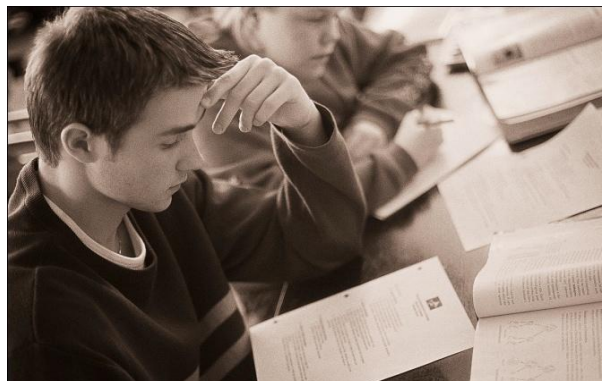
- You must send official proof of any qualifications you already have or are studying for along with your registration form so that we can assess if you are eligible for exemptions. Please submit copies of academic transcripts or award certificates as evidence.
- Online print outs of academic transcripts are not acceptable for the purposes of claiming exemptions. Only copies of official documentation, signed and stamped by the awarding body, can be accepted.
- Any documents not in English must be officially translated before they are sent to us.
- You will need to pay an exemption fee for each paper awarded. Exemptions are charged at the early exam entry fee.
- ACCA can only award exemptions for qualifications from recognised institutions (those recognised by the local Ministry of Education). If your institution is not listed on the exemption enquiry database, then please ask employees at or representatives of your institution to send copies of their documents to ACCA Connect for review.
- If ACCA has not been given the opportunity to fully assess a qualification by an awarding body, then that qualification may not be accredited. In this case, fewer exemptions may be available. Unfortunately ACCA does not consider applications from students for further exemptions in these circumstances.

For more information, go to:

<http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html>

You can also search for your exemptions entitlements automatically on the link below:

<https://portal.accaglobal.com/accrweb/faces/page/public/accreditations/enquiry/main/EnqInstitutionsTable.jspx>



### 3.3 WHERE TO START: LOOK UP FEES AND CRITICAL DEADLINES

#### ACCA QUALIFICATION

Close/open			
Initial registration		£79	
Annual subscription £79			
<b>Exam level</b>	<b>Exam entry period</b>	<b>June 2013</b>	<b>December 2013</b>
		<b>Exam fee</b>	<b>Exam fee</b>
		<b>(per exam)</b>	<b>(per exam)</b>
<b>Knowledge</b>	Early	£62	£64
<b>F1, F2 and F3</b>	Standard	£71	£73
	Late	£217	£224
<b>Skills</b>	Early	£77	£81
<b>F4, F5, F6, F7</b>	Standard	£89	£92
<b>F8 and F9</b>	Late	£235	£242
<b>Professional</b>	Early	£91	£94
<b>P1, P2 and P3</b>	Standard	£103	£106
<b>(and any two from</b>	Late	£251	£259
<b>P4, P5, P6 and P7)</b>			
<b>Exam entry period</b>	<b>Early</b>	<b>Standard</b>	<b>Late</b>
June exam session	8 March	9 March - 8 April	9 April - 8 May
December exam session	8 September	9 September - 8 October	9 October - 8 November

#### FOUNDATIONS IN ACCOUNTANCY

Close/open			
Initial registration		£79	
Annual subscription £79			
<b>Exam level</b>	<b>Exam entry</b>	<b>June 2013</b>	<b>December 2013</b>
	<b>period</b>	<b>exam fee</b>	<b>exam fee</b>
		<b>(per exam)</b>	<b>(per exam)</b>
<b>FA1 and MA1</b>	Early	£42	£43
	Standard	£49	£50
	Late	£195	£201
<b>FA2 and MA2</b>	Early	£42	£43
	Standard	£49	£50
	Late	£195	£201
<b>FAB, FMA and FFA</b>	Early	£62	£64
	Standard	£71	£73
	Late	£217	£224
<b>FTX, FAU and FFM</b>	Early	£62	£64
	Standard	£71	£73
	Late	£217	£224

### 3.4 WHERE TO START: REGISTERING TO BECOME AN ACCA OR FIA STUDENT

#### How to apply

The quickest and easiest way is to apply online - it should take you no more than 10 minutes to complete. Applying online also allows you to upload all your supporting documents. This means your application will be processed much quicker and you will know at which level you can start your studies shortly after submitting your application.

You can also save a part-completed application and return to complete it at a later date.

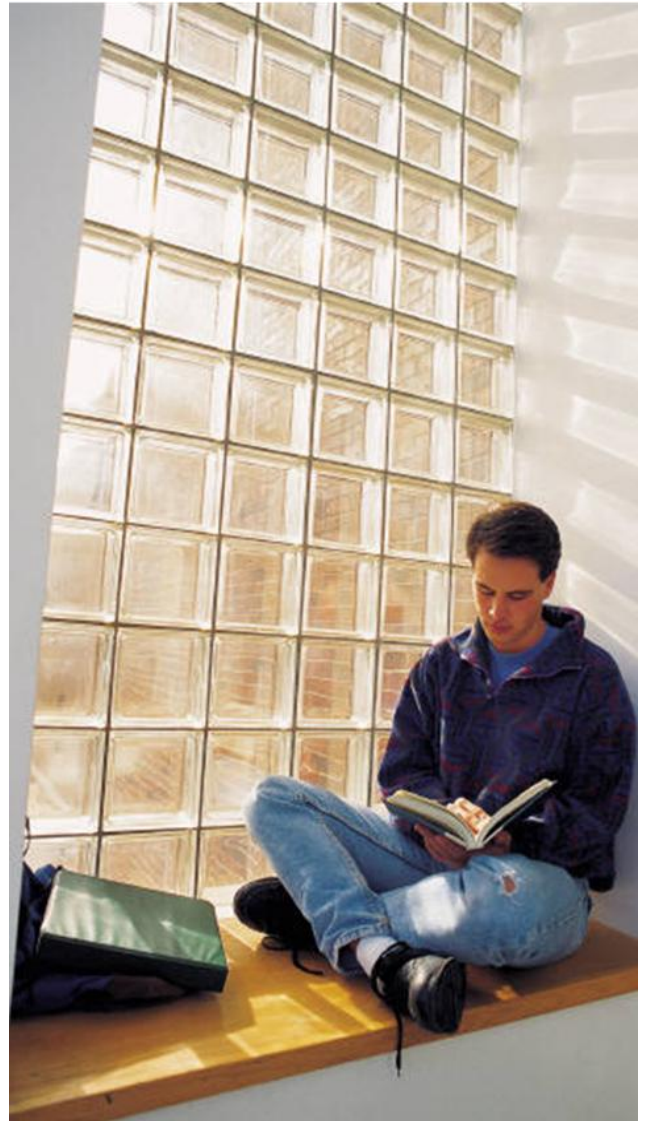
Before you start, check that you have read the relevant information on exams, dates and fees, and study options.

### Your supporting documents

In order to complete the application you will need to provide the following:

- proof of any qualifications
- proof of identity
- Passport-style photograph.

If you choose to apply online and upload your documents, you will need to complete your application by making your payment by credit/debit card.



## 4. WHERE TO GO : CHARTERQUEST FINANCIAL TRAINING

### 4.1 WHY CHARTERQUEST

1. CharterQuest has top tier accreditation status with various professional finance and accounting bodies such as ACCA, ACCA, ICB, etc and registered with FASSET, South Africa's Sector Education and Training Authority for Finance, Accounting, and Management Consulting.
2. CharterQuest has a 1st Time Pass Guarantee Policy consistently backed by top global pass rates in all the professional accounting and finance examinations we serve plus top student awards,
3. Rated by Financial Mail, the leading finance magazine in South Africa as the national Accounting and Finance Training provider of choice.
4. The only college in South Africa focused on professional Accounting and Finance with a FULL TIME study campus for nationals and international students
5. In-house free study permit/visa assistance and student accommodation service.
6. Our tuition fees and total cost of studies offers world class tuition for a fraction of the cost of equivalent quality tuition and living standard in the UK and mainland Europe.
7. Endorsed & licensed by BPP to use sole platinum award winning learning media textbooks, practice kits, audio success CDs, i-Pass & Student course notes in our classrooms.
8. Deep industry knowledge and partnership with local recruitment companies ensures we can arrange part-time internship opportunities to gain valuable work experience as part of studies.
9. The largest number of corporate-sponsored students across our campuses, making us arguably the most sort after college in professional Finance and Accounting education in Africa.
10. Proximity and partnership with various local universities allow our students to easily find where to further their studies once they obtain their professional qualification through us.



#### 1. CLASSROOM TUITION PACKAGE (FULLTIME AND/OR PART-TIME)

This package is the most involved and intensive of all our packages. It is designed for students who want to attend classes, either, full-time, part-time, weeknights or weekends and wish to qualify for our 1<sup>st</sup> Time Pass Guarantee. It is structured into 2 phases, namely the **tuition phase** and the **revision phase**:

##### 1.1. Tuition phase.

**The key features and benefits include:**

- Technical tuition of the whole syllabus over 6-11 contact sessions weeknights, weekends and/or fulltime-weekdays (see time table for the specific programme)
  - 2 Progress Tests.
  - Study/memory techniques
  - This option comes with our standard BPP Study Text, BPP Practice Kits and Revision Solutions manual and our award winning brand new and improved BPP Course Notes.

##### 1.2 Revision phase.

**Key features and benefits include:**

- 3-4 revision classes packed with exam-standard question practice and guidance and exam technique based on predetermined exam-standard papers.
- Mock exams under simulated exam conditions with experienced examiners providing feedback within a week.

**TUITION + REVISION PHASE**

**ABOVE = FULL TUITION.**

#### 2. HOME STUDY PACKAGE

This package suits students who cannot attend classes for one reason or the other but would like to know they have access to trusted, dedicated lecturers and support team to guide their studies. The package comes with the following benefits:

- Study Text, Practice/Revision kit/Workbook with solutions and Success Audio CDs;
- **BRAND NEW AND IMPROVED SEL TUTOR STUDENT NOTES** which follow the main Study Text strictly bringing forth the key examinable areas in each module in the easiest way possible.
- Supported learning and access to expert tutors via email to get support on the lecture examples for the week. In addition, students can chat online with their tutor at specified times each week in order to get an immediate response to any queries.
- Full study programme to keep pace with the students' classroom counterparts and an opportunity to come in and

### 4.2 STUDY OPTIONS AND PACKAGES (MODES OF STUDY)

Our Study Programmes are designed with one objective in mind - to provide you with all you need to help you pass your Exams 1<sup>st</sup> Time. Our Study Packages include:

write Progress Tests and Mocks or have these faxed/mailed for self practice at home.

### 3. REVISION ONLY PACKAGE

This package is often selected by students who study independently or under our Home Study Package and would like to benefit from our tailored revision classes. Key features and benefits include:

- Exam-standard question practice and guidance, exam technique based on predetermined exam standard papers.
- Revision classes including Mock exams under simulated exam conditions with experienced markers/examiners providing feedback within a week.
- This package includes a BPP Practice Kit.

## 4.3 TUITION METHODOLOGY

Our tuition and revision methodology is broken into 2 types to reflect the nature of the exams of the various examining bodies, name GENERAL TUITION METHODOLOGY and T4:PART B/TOP ACCA METHODOLOGY

### A) GENERAL TUITION METHODOLOGY

Our general tuition and revision methodology is syllabus-outcomes based. We deploy our deep familiarity with the syllabus learning outcomes for each examining body and how these outcomes have been examined to guide our classroom delivery. Classes are scheduled based on the number of contact hours and sessions recommended by the respective examining bodies and generally structured into two phases, namely **tuition and revision phase** (combined, these phases make up our FULL TUITION)

#### 1. Tuition phase

Lecturers are given a scheme of work that guides each class. Each class is scheduled to run over 3 hours with a total of 10-15 minutes break spread in between or midway. Each class starts with a clear and focused learning outcomes based on the exam syllabus for the subject. Then the syllabus content is delivered using our award winning BPP course notes previously handed out to students and using customised power point slides that match the course notes with full student participation and linked to the key learning outcomes as required by the examining body. Short exams-type and focused learning examples from the course notes are then solved in class to show the student how the learning should be applied to exam questions with more emphasis on the key examinable topics. At the end of each chapter or main syllabus content area, the lecturer points to exam standard questions that students must work through before the next class. The class ends with the lecturer pointing to what will be covered in the next class and asks students to do the pre-work required.

Midway through the **tuition phase**, students write Progress Test 1 which is of exam-standard and focused on the first half of the syllabus covered. The Progress Test is marked/assessed by the lecturer and moderated by a moderation committee and scripts

returned the following week or a week thereafter. Students then get a chance to check their progress and understand their weaknesses and strengths based on comments on their scripts and model answers handed out.

Three more contact sessions will ensue over 3 weeks (see your specific timetable) and the end of the tuition phase is marked by Progress Test 2 which focuses on the entire syllabus/outcomes which again is marked and moderated and returned to students with clear coaching notes where required.

## 2. Revision phase

The end of tuition phase marks the beginning of the revision phase. Some new students doing home study through us or studying independently then get a chance to join the revision phase. The revision phase is broken down into 4 classes (note that for exams with PRESEEN case study such as Strategic level in ACCA or TOPACCA, we structure the revision phase somewhat differently):

**Revision class 1:** The 1<sup>st</sup> revision class starts with reviewing Progress Test 2. All students who only signed up to join the revision phase of our tuition therefore would receive copies of Progress Test 2 together with their materials at the time of enrolling and asked to practice it by themselves under exam conditions before joining the first revision class (or they can join the classroom tuition counter parts to write progress test 2). Whilst reviewing Progress Test 2, **the emphasis will be on more exam practice in all the key examinable areas and common mistakes identified by the lecturer during assessment of the scripts and on applying exam techniques.** Model answers to Progress Test 2 will also be handed out in class to assist students identify their main weaknesses.

**Revision class 2:** In the second revision class, the lecturer emphasizes question practice by working through a full specimen or pilot paper that reflects the full complexity of the real exams and also giving out the model answer to the students. For the ACCA strategic level, the second revision class combines E3/P3 and F3 students into one 5 hour class to analyze the COMMON PRESEEN CASE STUDY that ACCA releases 6 weeks before the exams. The focus is to thoroughly examine the case and identify all possible scenarios for the UNSEEN and possible question scenarios.

**Revision class 3:** In the third revision class, students write a Mock Exam under exam conditions which is then marked and moderated during the week. For the ACCA strategic level, the 3rd revision class will again be per subject and section A of the Mock will be based on the PRESEEN CASE STUDY and on a scenario likely to be encountered on exam day.

**Revision class 4:** In the 4<sup>th</sup> and final revision class, the Mock exam scripts are returned and the lecturer again identifies common errors and general student weaknesses and works through the entire Mock paper plus many other key examinable areas with students being given model answers to the mock exams. For ACCA strategic level, the 4<sup>th</sup> revision class is a 5 hour class which again combines E3/P3/F3 students into one group. Note: Writing all Progress Tests and Mock are mandatory especially under our 1<sup>st</sup> Time Pass Guarantee Policy).

#### 4.4 1<sup>st</sup> TIME PASS GUARANTEE POLICY

Our **1<sup>st</sup> TIME PASS GUARANTEE SCHEME** is designed to ensure the student invests a similar amount of time, effort, passion and excellence we bring to the delivery of our programmes. We are so confident of our delivery methodology that we do not hesitate to guarantee our students a **1<sup>st</sup> TIME PASS** if they study with us or they get a **REFUND + WE PAY FOR THEIR EXAM RESIT FEES IN FULL**, subject to the following **Terms and Conditions**:

1. ALL enrolment under the CLASSROOM OR FULL TIME TUITION PACKAGE;
2. ALL scheduled sessions/classes attended;
3. ALL assigned Tests taken with an average score of 50% with no less than 45% at the Mock;
4. No more than 3 subjects written for that specific exam diet;
5. Minimum of 4 days study leave per subject/module;
6. Exams results slip to verify the failure;
7. The student account must have been fully settled within 60 days of commencing the course; and
8. The Pass Guarantee claim must be lodged within 7 days of official release of Exam results.



## 4.5 MANAGEMENT TEAM AND LECTURERS

### STRATEGIC & PROFESSIONAL COMPETENCE LEVEL

#### **Valentine D Nti - CIA (IIA-Inc, US), CMA (USA), PMP(US), MBA(UK)**



Valentine is a Certified Internal Auditor (CIA), a Certified Management Accountant, holds the PMP professional designation as well as an MBA (Finance & Strategy) with distinction from De Montfort University, UK. He has over 16 years experience in the private and public sector in roles such as Chief Treasurer, Company Accountant, Management Accountant, Project Manager, Business and Performance Analyst, Finance Manager as well as Internal Audit Manager. He has served blue chip multinationals such as Transnet, Impala Platinum Holdings, Anglo America and the Standard Chartered Bank, with some as non-executive director serving various Board Committees: Audit, Risk and the Strategy Committees. During the last several years, Valentine has been actively involved in lecturing/training at Wits University, GIBS as well as on the MBA degree Programmes of the Milpark Business School, where he was Head of Finance. His focus on the professional accounting, finance, banking and insurance qualifications has been the preparation of candidates to pass the qualifying exams of various professional bodies such as SAICA, ACCA, ACCA, CFA Institute and The IIA where he has consistently delivered superior passrates and numerous best student awards. Valentine is also a practicing Management Consultant, running MSIC Corporate Training & Consulting. He lectures mainly on our senior and strategic level papers of the various programmes and he is the Founding Chief Executive of CharterQuest.

#### **Appie Pienaar, CA (SA), ACMA (ACCA) –Qualified & M.Com**



Appie passed both parts of the qualifying CA(SA) exam at first seating in 1994 and completed his CIMA exams in 1999 passing all 4 subjects at first seating and obtained the highest mark in the world for the paper *Strategic Financial Management* amongst over 4500 candidates worldwide. Appie has a wide range of experience in the field of management accounting including lecturing at the University of Pretoria (Honours and CTA), the University of Johannesburg (Honours), Boston, Varsity College, and Bond University (MBA) and preparing students for the CIMA exam from 1999 to 2009 with extensive lecturing experience in all ten CIMA papers at Operational Level, Management Level and Strategic Level.

Appie is a Board member of the CIMA Southern African Regional Board and has extensive experience in the valuations of companies and business units for purposes of black empowerment, capital gains tax and takeovers; Analysis of financial statements for the purpose of prospective joint ventures; Consultation on capital investment appraisals; Designing of workplace simulations in areas such as costing, taxation, valuations, capital budgets and model building for training purposes; Involvement in a three year program to commercialise services in the Department of Public Works, Gauteng Province; and the Development of business models for a number of black-owned businesses. Appie currently oversees the CIMA-accredited Post Graduate Diploma in Management Accounting Programme at UNISA and lectures on the CIMA P2 and F3 papers to our weeknight students!

### MANAGEMENT AND OPERATIONAL LEVELS

#### **Joel Wolpert – CA (SA), FCMA, FCIS**



Joel is a qualified Chartered Accountant [CA(SA)], a qualified Fellow of ACCA [FACCA] and a qualified Fellow of the Chartered Institute of Secretaries [FCIS]. His career spans over 40 years in senior financial positions. Formerly the Group Company Secretary of Netcare limited, he is now Technical Adviser to the Chartered Secretaries South Africa. He has been a keynote speaker at numerous Corporate Governance seminars and is a part-time faculty member of the GIBS Board Leadership Programme as well as the UNISA BCOMPT degree programme and the CTA. As a student, he has received the "CTA-Most Distinguished Student" award and shared subject prize in "Cost Accounting" in 1965, and in 2002 was also awarded the "Institute Prize" by ICOSA for the first place in South Africa for the "Corporate Governance" exams. He is currently a board member of the Institute of Chartered Secretaries and Administrators [ICSA]. Joel lectures on our financial accounting and reporting papers.

**Nana Tankou - B.Sc. (Hons), ACCA Qualified**



Nana holds a B.Sc [Hons] in Accountancy from the University of Buea in Cameroon and is ACCA-qualified. He is also a lecturer at Damelin College on modules that form part of the BCom Accounting program and also lectures part-time on the Milpark Business school MBA degree programme. Nana lectures Financial Management and Management Accounting at the junior and operational/middle levels of our ACCA programmes.

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**Willibroad Ataaji Andongndou - MBA, MDP, B.Sc. Honors Banking & Finance**



**Willibroad Ataaji Andongndou** holds an **MBA** from Oxford Brookes Univ. (UK) and a **B.Sc** Honors in Banking and Finance. He is also a Certified IT Project Management Professional (Project +), holds the International Diploma in Professional Project Management (IDPM), Programme in Project Management (PPM), Prince2 Certified, Advance Project Management (APM) and Microsoft Project 2007/2010 from Gijima AST and serves as Senior IT Project/Services Delivery Manager at Gijima.

His experience includes Admin Manager for Business in Africa, Corporate trainer for HP, Relyant/Ellerrines Holdings, Project Manager at Gijima AST and has managed multiple projects for Anglo American, Standard Bank SA and Microsoft SA. His lecturing and facilitation experience includes lecturing on ACCA's Enterprise pillar and ACCA's Business Analysis/Strategy modules at CharterQuest as well as lecturing for the Milpark Business School and has authored three books.



## 4.6 OUR CAMPUSES

### SANDTON CAMPUS

CHARTERQUEST FINANCIAL TRAINING INSTITUTE

@ THE INTERNATIONAL HOTEL SCHOOL,

Morning Glen Office Park  
140 Kelvin Drive [OFF RIVONIA ROAD]  
Gallo-Manor, SANDTON  
South Africa

#### CONTACT INFORMATION:

Tel: 0861 131 137 [SA ONLY]

Tel: +27 [0]11 656 2597 [SA & Intl]

Fax: 086 218 8713 [SA ONLY]

Fax: +27 [0]11 791 7703 [SA & Intl]

Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)

### BRAAMFONTEIN CAMPUS

CHARTERQUEST FINANCIAL TRAINING INSTITUTE

@ ORION HOUSE, 13<sup>th</sup> floor

49 Jorissen Street, Corner Biccard Street  
BRAAMFONTEIN  
South Africa

#### CONTACT INFORMATION:

Tel: +27 [0]11 403 0656 [SA & Intl]

Tel: +27 [0]11 403 0642 [SA & Intl]

Fax: 086 218 8713 [SA ONLY]

Fax: +27 [0]11 791 7703 [SA & Intl]

Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)

### PRETORIA CAMPUS

CHARTERQUEST FINANCIAL TRAINING INSTITUTE

@ HATFIELD RENDEVOUS BUILDING

367 Hilda Street  
Hatfield Rendezvous Building  
HATFIELD  
South Africa

#### CONTACT INFORMATION:

Tel: +27 [0]12 751 7608 [SA & Intl]

Tel: 0861 131 137 [SA ONLY]

Tel: +27 [0]11 656 2597 [SA & Intl]

Fax: 086 218 8713 [SA ONLY]

Fax: +27 [0]11 791 7703 [SA & Intl]

Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)

To download maps and directions to each of our campuses, go to: <http://www.charterquest.co.za/index.php/contact-us>

## 4.7 COMPUTER BASED EXAMS

CharterQuest is a licensed Computer Based Exams center for the following exams: CIMA, ACCA and FIA/CAT. Click the following link for our detailed prospectus and related Dates, Prices and Locations: <http://www.charterquest.co.za/index.php/cima-homepage/cba-assessment>



## 4.8 BPP BOOKSTORE

CharterQuest is a licensed wholesaler, distributor and retailer of BPP Learning Media. We always hold stocks of BPP study texts, BPP Practice and Revision Kits, BPP I Pass, BPP Passcard, BPP Interactive Passcards and BPP Audio Success CDs. We retail these directly to students at retail prices. To view our prices and/or place an order, visit the following link on our website: <http://www.charterquest.co.za/index.php/cima-homepage/buy-bpp-learning-materials>



## 4.9 DATES, PRICES AND LOCATIONS - 2013

The dates, prices and locations in this section were correct at the time of printing, please check online if there has been any updated. Visit: <http://www.charterquest.co.za/index.php/acca/dates-prices-locations>

### 1<sup>st</sup> SEMESTER (MAR - MAY 2013): SANDTON CAMPUS (PART-TIME)



ON-SITE CBE CENTRE

UP TO 25% DISCOUNT FOR ALL  
SELF SPONSORED STUDENTS...  
T/Cs Apply...

#### ACCA 2013 TIMETABLES AND COURSE FEES FOR SANDTON CAMPUS SEMESTER 1 (JUNE 2013 EXAM SITTING)

ALL PRICES EXCLUDE VAT AND ARE PER SUBJECT	TUITION & REVISION PACKAGE	REVISION ONLY PACKAGE	HOME STUDY PACKAGE
	6 Tuition Classes + 4 Revision Sessions + 2 Progress Tests + 1 Final Mock with Feedback + BPP Study Text + BPP Revision Kit + BPP Course Notes + BPP Revision Notes	4 Revision Sessions+ 2 Progress Tests + 1 Final Mock with Feedback + 2 Mock Exam Preparation + BPP Revision Kit + BPP Revision Notes	BPP Study Text + BPP Revision Kit + 2 Progress Tests & 1 Final Mock for Self Practice + BPP Tutor Notes + BPP Audio Lectures + BPP Revision Notes
FUNDAMENTALS LEVEL - KNOWLEDGE SUBJECTS	R4,330	R1,800	R2,750
FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R4,700	R1,910	R3,200
PROFESSIONAL LEVEL - ESSENTIALS MODULES	R4,890	R2,025	R3,310
PROFESSIONAL LEVEL - OPTIONS MODULES	R5,060	R2,140	R3,430

See  
timetables  
on  
following  
pages!

\*20% EARLY BIRD DISCOUNT AVAILABLE UNTIL 31 JANUARY, 2013.  
\*10% DISCOUNT AVAILABLE UNTIL 28 FEBRUARY, 2013.  
ENROL NOW & PAY A MINIMUM OF 10% BEFORE DEADLINE TO SECURE DISCOUNT.

And What's More?  
\*DISCOUNT and INSTALMENT PAY PLAN available for SELF-SPONSORED STUDENTS.  
Email: [cqpayplan@charterquest.co.za](mailto:cqpayplan@charterquest.co.za) for further details of our AFFORDABILITY PAY PLAN/POLICY.

Visit the CIMA Menu - STUDY OPTIONS page on our website for more info about TUITION & REVISION, REVISION ONLY & HOME STUDY PACKAGES

\*CQ USES NOTES ON SA INCOME TAXES BY HAUK KAMP FOR F6



### ACCA TIMETABLE - FUNDAMENTALS LEVEL - 1ST SEMESTER 2013 - SANDTON CAMPUS

SUBJECTS	DAY	TIME	DATES											
			TUITION PHASE SESSIONS							REVISION PHASE SESSIONS				
F1 - Account in Business	MONDAY	1800 - 2100		11 MAR	18 MAR	25 MAR	01 APR	09 APR	5 APR	22 APR	29 APR	06 MAY	13 MAY	20 MAY
F2 - Management Accountant	WEDNESDAY	1800 - 2100		13 MAR	20 MAR	27 MAR	03 APR	10 APR	17 APR	24 APR	01 MAY	08 MAY	15 MAY	22 MAY
F3 - Financial Accounting (Intl)	THURSDAY	1800 - 2100		14 MAR	21 MAR	28 MAR	04 APR	11 APR	18 APR	25 APR	02 MAY	09 MAY	16 MAY	23 MAY
F4 - Corporate & Business Law (UK Variant)	SATURDAY	0800 - 1100		16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
F5 - Performance Management	SATURDAY	1115 - 1415		16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
*F6 - Taxation (SA Variant)	SATURDAY	1430 - 1730		16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
F7 - Financial Reporting (Intl)	THURSDAY	1800 - 2100		14 MAR	21 MAR	28 MAR	04 APR	11 APR	18 APR	25 APR	02 MAY	09 MAY	16 MAY	23 MAY
F8 - Audit & Assurance (Intl)	WEDNESDAY	1800 - 2100		13 MAR	20 MAR	27 MAR	03 APR	10 APR	17 APR	24 APR	01 MAY	08 MAY	15 MAY	22 MAY
F9 - Financial Management	TUESDAY	1800 - 2100	05 MAR	12 MAR	19 MAR	26 MAR	02 APR	09 APR	16 APR	23 APR	30 APR	07 MAY	14 MAY	21 MAY

For further enquiries visit [www.charterquest.co.za](http://www.charterquest.co.za), Tel: +27 (0)11 656 2597 / 0861 113 1137 or Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)

\*CQ USES NOTES ON SA INCOME TAXES BY HAUK KAMP FOR F6

### ACCA TIMETABLE - PROFESSIONAL LEVEL- ESSENTIALS - 1ST SEMESTER 2013 - SANDTON CAMPUS

SUBJECTS	DAY	TIME	DATES										
			TUITION PHASE SESSIONS							REVISION PHASE SESSIONS			
P1 - Governance, Risk & Ethics	MONDAY	1800 - 2100	11 MAR	18 MAR	25 MAR	01 APR	09 APR	5 APR	22 APR	29 APR	06 MAY	13 MAY	20 MAY
P2 - Corporate Reporting (Intl)	TUESDAY	1800 - 2100	12 MAR	19 MAR	26 MAR	02 APR	09 APR	16 APR	23 APR	30 APR	07 MAY	14 MAY	21 MAY
P3 - Business Analysis	THURSDAY	1800 - 2100	14 MAR	21 MAR	28 MAR	04 APR	11 APR	18 APR	25 APR	02 MAY	09 MAY	16 MAY	23 MAY

### ACCA TIMETABLE - PROFESSIONAL LEVEL - OPTIONS - 1ST SEMESTER 2013 - SANDTON CAMPUS

SUBJECTS	DAY	TIME	DATES										
			TUITION PHASE SESSIONS							REVISION PHASE SESSIONS			
P4 - Advanced Financial Management	TUESDAY	1800 - 2100	12 MAR	19 MAR	26 MAR	02 APR	09 APR	16 APR	23 APR	30 APR	07 MAY	14 MAY	21 MAY
P5 - Advanced Performance Management	SATURDAY	0800 - 1100	16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
P6 - Advanced taxation (SA Variant)	SATURDAY	1115 - 1415	16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
P7 - Advanced Audit & Assurance (Intl)	SATURDAY	0800 - 1100	16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY

For further enquiries visit [www.charterquest.co.za](http://www.charterquest.co.za), Tel: +27 (0)11 656 2597 / 0861 113 1137 or Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)

# 1<sup>st</sup> SEMESTER (MAR - MAY 2013): BRAAMFONTEIN CAMPUS (PART-TIME)



**UP TO 25% DISCOUNT FOR ALL SELF SPONSORED STUDENTS...**  
T/Cs Apply...

ON-SITE CBE CENTRE

## ACCA 2013 TIMETABLES & COURSE FEES - BRAAMFONTEIN CAMPUS - SEMESTER 1 (JUNE 2013 EXAM SITTING)

ALL PRICES EXCLUDE VAT AND ARE PER SUBJECT	TUITION & REVISION PACKAGE	REVISION ONLY PACKAGE	HOME STUDY PACKAGE
	6 Tuition Classes + 4 Revision Sessions + 2 Progress Tests + 1 Final Mock with Feedback + BPP Study Text + BPP Revision Kit + BPP Course Notes + BPP Revision Notes	4 Revision Sessions + 2 Progress Tests + 1 Final Mock with Feedback + 2 Mock Exam Preparation + BPP Revision Kit + BPP Revision Notes	BPP Study Text + BPP Revision Kit + 2 Progress Tests & 1 Final Mock for Self Practice + BPP Tutor Notes + BPP Audio Lectures + BPP Revision Notes
FUNDAMENTALS LEVEL - KNOWLEDGE SUBJECTS	R4,330	R1,800	R2,750
FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R4,700	R1,910	R3,200
FUNDAMENTALS LEVEL - KNOWLEDGE SUBJECTS	R8,870	R3,600	R5,500
FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R9,400	R3,820	R6,400

See timetables on following pages!

\*20% EARLY BIRD DISCOUNT AVAILABLE UNTIL 31 JANUARY, 2013.  
\*10% EARLY BIRD DISCOUNT AVAILABLE UNTIL 28 FEBRUARY, 2013.  
ENROL NOW & PAY A MINIMUM OF 10% BEFORE DEADLINE TO SECURE DISCOUNT.

### And What's More?

\*DISCOUNT and INSTALMENT PAY PLAN available for SELF-SPONSORED STUDENTS.  
Email: [cqpayplan@charterquest.co.za](mailto:cqpayplan@charterquest.co.za) for further details of our AFFORDABILITY PAY PLAN/POLICY.

Visit the CIMA Menu - STUDY OPTIONS page on our website for more info about TUITION & REVISION, REVISION ONLY & HOME STUDY PACKAGES

\*CQ USES NOTES ON SA INCOME TAXES BY HAUK KAMP FOR F6



**ACCA TIMETABLE - FUNDAMENTALS LEVEL - 1ST SEMESTER 2013 - BRAAMFONTEIN CAMPUS**

SUBJECTS	DAY	TIME	DATES											
			TUITION PHASE SESSIONS						REVISION PHASE SESSIONS					
F1 - Account in Business	SATURDAY	0800 - 1100		16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
F2 - Management Accountant	SATURDAY	1115 - 1415		16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
F3 - Financial Accounting (Intl)	SATURDAY	1430 - 1730		16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
F4 - Corporate & Business Law	MONDAY	1800 - 2100		11 MAR	18 MAR	25 MAR	01 APR	09 APR	5 APR	22 APR	29 APR	06 MAY	13 MAY	20 MAY
F5 - Performance Management	TUESDAY	1800 - 2100		12 MAR	19 MAR	26 MAR	02 APR	09 APR	16 APR	23 APR	30 APR	07 MAY	14 MAY	21 MAY
*F6 - Taxation (SA Variant)	WEDNESDAY	1800 - 2100	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>											
F7 - Financial Reporting (Intl)	SATURDAY	1115 - 1415		16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY
F8 - Audit & Assurance	THURSDAY	1800 - 2100		14 MAR	21 MAR	28 MAR	04 APR	11 APR	18 APR	25 APR	02 MAY	09 MAY	16 MAY	23 MAY
F9 - Financial Management	SATURDAY	0800 - 1100	09 MAR	16 MAR	23 MAR	30 MAR	06 APR	13 APR	20 APR	27 APR	04 MAY	11 MAY	18 MAY	25 MAY

For further enquiries visit [www.charterquest.co.za](http://www.charterquest.co.za), Tel: +27 (0)11 656 2597 / 0861 113 1137 or Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)



# 1<sup>st</sup> SEMESTER (MAR - MAY 2013): PRETORIA CAMPUS (PART-TIME)



**UP TO 25% DISCOUNT FOR ALL SELF SPONSORED STUDENTS...**  
T/Cs Apply...

## ACCA 2013: TIMETABLES & COURSE FEES FOR PRETORIA CAMPUS - SEMESTER 1 (JUNE 2013 EXAM SITTING)

ALL PRICES <b>EXCLUDE VAT</b> AND ARE PER SUBJECT	TUITION & REVISION PACKAGE 6 Tuition Classes + 4 Revision Sessions + 2 Progress Tests + 1 Final Mock with Feedback + BPP Study Text + BPP Revision Kit + BPP Course Notes + BPP Revision Notes	REVISION ONLY PACKAGE 4 Revision Sessions+ 2 Progress Tests + 1 Final Mock with Feedback + 2 Mock Exam Preparation + BPP Revision Kit + BPP Revision Notes	HOME STUDY PACKAGE BPP Study Text + BPP Revision Kit + 2 Progress Tests & 1 Final Mock for Self Practice + BPP Tutor Notes + BPP Audio Lectures + BPP Revision Notes
FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R4,700	R1,910	R3,200
PROFESSIONAL LEVEL - ESSENTIALS/COMPULSORY	R4,890	R2,025	R3,310
PROFESSIONAL LEVEL - OPTIONAL SUBJECTS	R5,060	R2,140	R3,430

See timetables on following

\*20% EARLY BIRD DISCOUNT AVAILABLE UNTIL 31 JANUARY, 2013.  
\*10% EARLY BIRD DISCOUNT AVAILABLE UNTIL 28 FEBRUARY, 2013.  
ENROL NOW & PAY A MINIMUM OF 10% BEFORE DEADLINE TO SECURE DISCOUNT.

And What's More?  
\*DISCOUNT and INSTALMENT PAY PLAN available for SELF-SPONSORED STUDENTS.  
Email: [cqpayplan@charterquest.co.za](mailto:cqpayplan@charterquest.co.za) for further details of our AFFORDABILITY PAY PLAN/POLICY.

Visit the CIMA Menu - STUDY OPTIONS page on our website for more info about TUITION & REVISION, REVISION ONLY & HOME STUDY PACKAGES

\*CQ USES NOTES ON SA INCOME TAXES BY HAUK KAMP FOR FS



**ACCA TIMETABLE - PART TIME - TIME TABLE - 2ND SEMESTER 2012 - PRETORIA CAMPUS**

SUBJECTS	DAY	TIME	DATES											
			TUITION PHASE SESSIONS						REVISION PHASE SESSIONS					
F1 - Account in Business	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
F2 - Management Accountant	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
F3 - Financial Accounting (Intl)	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
F4 - Corporate & Business Law	SATURDAY	0800 - 1100		02 MAR	09 MAR	16 MAR	23 MAR	06 APR	13 APR	04 MAY	11 MAY	18 MAY	01 JUN	08 JUN
F5 - Performance Management	SATURDAY	0800 - 1100		02 MAR	09 MAR	16 MAR	23 MAR	06 APR	13 APR	04 MAY	11 MAY	18 MAY	01 JUN	08 JUN
*F6 - Taxation (SA Variant)	SATURDAY	1115 - 1415		02 MAR	09 MAR	16 MAR	23 MAR	06 APR	13 APR	04 MAY	11 MAY	18 MAY	01 JUN	08 JUN
F7 - Financial Reporting (Intl)	SATURDAY	1115 - 1415		02 MAR	09 MAR	16 MAR	23 MAR	06 APR	13 APR	04 MAY	11 MAY	18 MAY	01 JUN	08 JUN
F8 - Audit & Assurance	SUNDAY	0800 - 1100		03 MAR	10 MAR	17 MAR	24 MAR	07 APR	14 APR	05 MAY	12 MAY	19 MAY	02 JUN	09 JUN
F9 - Financial Management	SATURDAY	0800 - 1100	23 FEB	02 MAR	09 MAR	16 MAR	23 MAR	06 APR	13 APR	04 MAY	11 MAY	18 MAY	01 JUN	08 JUN
P1 - Risk, Governance and Ethics	SUNDAY	1115 - 1415		03 MAR	10 MAR	17 MAR	24 MAR	07 APR	14 APR	05 MAY	12 MAY	19 MAY	02 JUN	09 JUN
P2 - Corporate Reporting	SUNDAY	0800 - 1100		03 MAR	10 MAR	17 MAR	24 MAR	07 APR	14 APR	05 MAY	12 MAY	19 MAY	02 JUN	09 JUN
P3 - Business Analysis	SUNDAY	1430 - 1730		03 MAR	10 MAR	17 MAR	24 MAR	07 APR	14 APR	05 MAY	12 MAY	19 MAY	02 JUN	09 JUN
P4 - Advanced Financial Management	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
P5 Advanced Performance Management	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
P1 - Risk, Governance and Ethics	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
P6 - Advanced Taxation	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
P7 - Advanced Audit and Assurance	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													

*n/a = Not scheduled to run in Pretoria this 2nd semester of 2012. Please check our Sandton and/or Braamfontein campuses*

*Note: Classes with asterics: F1, F2 and F3 and F7 will have two classes shifted by a week to start later. Once we have definite dates, this will be communicated.*

For further enquiries visit [www.charterquest.co.za](http://www.charterquest.co.za), Tel: +27 (0)11 656 2597 / 0861 113 1137 or Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)

*\*CQ USES NOTES ON SA INCOME TAXES BY HAUK KAMP FOR F6*



## 2<sup>ND</sup> SEMESTER (SEPT - NOV 2013): SANDTON CAMPUS (PART-TIME)



**UP TO 25% DISCOUNT FOR ALL SELF SPONSORED STUDENTS...**  
T/Cs Apply...

**ON-SITE CBE CENTRE**

**ACCA 2013 TIMETABLES AND COURSE FEES FOR SANDTON CAMPUS SEMESTER 2 (DECEMBER 2013 EXAM SITTING)**

ALL PRICES EXCLUDE VAT AND ARE PER SUBJECT	TUITION & REVISION PACKAGE	REVISION ONLY PACKAGE	HOME STUDY PACKAGE
	6 Tuition Classes + 3 Revision Sessions + 2 Progress Tests + 1 Final Mock with Feedback + BPP Study Text + BPP Revision Kit + BPP Course Notes + BPP Revision Notes	3 Revision Sessions+ 2 Progress Tests + 1 Final Mock with Feedback + 2 Mock Exam Preparation + BPP Revision Kit + BPP Revision Notes	BPP Study Text + BPP Revision Kit + BPP Tutor Notes + BPP Audio Lectures + BPP Revision Notes
FUNDAMENTALS LEVEL - KNOWLEDGE SUBJECTS	R4,330	R1,800	R2,750
FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R4,700	R1,910	R3,200
PROFESSIONAL LEVEL - ESSENTIALS MODULES	R4,890	R2,025	R3,310
PROFESSIONAL LEVEL - OPTIONS MODULES	R5,060	R2,140	R3,430

See timetables on following pages!

\*20% EARLY BIRD DISCOUNT AVAILABLE UNTIL 31 JULY, 2013.  
\*10% DISCOUNT AVAILABLE UNTIL 31 AUGUST, 2013.  
ENROL NOW & PAY A MINIMUM OF 10% BEFORE DEADLINE TO SECURE DISCOUNT.

And What's More?

\*DISCOUNT and INSTALMENT PAY PLAN available for SELF-SPONSORED STUDENTS.  
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### ACCA TIMETABLE - FUNDAMENTALS LEVEL - 2ND SEMESTER 2013 - SANDTON CAMPUS

SUBJECTS	DAY	TIME	DATES											
			TUITION PHASE SESSIONS						REVISION PHASE SESSIONS					
F1 - Account in Business	MONDAY	1800 - 2100		09 SEP	16 SEP	23 SEP	30 SEP	07 OCT	14 OCT	21 OCT	28 OCT	04 NOV	11 NOV	18 NOV
F2 - Management Accountant	WEDNESDAY	1800 - 2100		11 SEP	18 SEP	25 SEP	02 OCT	09 OCT	16 OCT	23 OCT	20 OCT	06 NOV	13 NOV	20 NOV
F3 - Financial Accounting (Intl)	THURSDAY	1800 - 2100		12 SEP	19 SEP	25 SEP	03 OCT	10 OCT	17 OCT	24 OCT	31 OCT	07 NOV	14 NOV	21 NOV
F4 - Corporate & Business Law (UK Variant)	SATURDAY	0800 - 1100		14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
F5 - Performance Management	SATURDAY	1115 - 1415		14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
F6 - Taxation (SA Variant)	SATURDAY	1430 - 1730		14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
F7 - Financial Reporting (Intl)	THURSDAY	1800 - 2100		12 SEP	19 SEP	25 SEP	03 OCT	10 OCT	17 OCT	24 OCT	31 OCT	07 NOV	14 NOV	21 NOV
F8 - Audit & Assurance (Intl)	WEDNESDAY	1800 - 2100		11 SEP	18 SEP	25 SEP	02 OCT	09 OCT	16 OCT	23 OCT	20 OCT	06 NOV	13 NOV	20 NOV
F9 - Financial Management	TUESDAY	1800 - 2100	03 SEP	10 SEP	17 SEP	24 SEP	01 OCT	08 OCT	15 OCT	22 OCT	29 OCT	05 NOV	12 NOV	19 NOV

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### ACCA TIMETABLE - PROFESSIONAL LEVEL- ESSENTIALS - 2ND SEMESTER 2013 - SANDTON CAMPUS

SUBJECTS	DAY	TIME	DATES										
			TUITION PHASE SESSIONS					REVISION PHASE SESSIONS					
P1 - Governance, Risk & Ethics	MONDAY	1800 - 2100	09 SEP	16 SEP	23 SEP	30 SEP	07 OCT	14 OCT	21 OCT	28 OCT	04 NOV	11 NOV	18 NOV
P2 - Corporate Reporting (Intl)	TUESDAY	1800 - 2100	10 SEP	17 SEP	24 SEP	01 OCT	08 OCT	15 OCT	22 OCT	29 OCT	05 NOV	12 NOV	19 NOV
P3 - Business Analysis	THURSDAY	1800 - 2100	11 SEP	18 SEP	25 SEP	02 OCT	09 OCT	16 OCT	23 OCT	20 OCT	06 NOV	13 NOV	20 NOV

### ACCA TIMETABLE - PROFESSIONAL LEVEL - OPTIONS - 2ND SEMESTER 2013 SANDTON CAMPUS

SUBJECTS	DAY	TIME	DATES										
			TUITION PHASE SESSIONS					REVISION PHASE SESSIONS					
P4 - Advanced Financial Management	TUESDAY	1800 - 2100	10 SEP	17 SEP	24 SEP	01 OCT	08 OCT	15 OCT	22 OCT	29 OCT	05 NOV	12 NOV	19 NOV
P5 - Advanced Performance Management	SATURDAY	08:00-11:00	14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
P6 - Advanced taxation (SA Variant)	SATURDAY	1115 - 1415	14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
P7 - Advanced Audit & Assurance (Intl)	SATURDAY	0800 - 1100	14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV

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## 2<sup>ND</sup> SEMESTER (SEPT TO NOV 2013): BRAAMFONTEIN CAMPUS (PART-TIME)



ON-SITE CBE CENTRE

**UP TO 25% DISCOUNT FOR ALL SELF SPONSORED STUDENTS...**  
T/Cs Apply...

### ACCA 2013 TIMETABLES AND COURSE FEES FOR BRAAMFONTEIN CAMPUS - SEMESTER 2 (JUNE 2013 EXAM SITTING)

ALL PRICES EXCLUDE VAT AND ARE PER SUBJECT	TUITION & REVISION PACKAGE 6 Tuition Classes + 3 Revision Sessions + 2 Progress Tests + 1 Final Mock with Feedback + BPP Study Text + BPP Revision Kit + BPP Course Notes + BPP Revision Notes	REVISION ONLY PACKAGE 3 Revision Sessions+ 2 Progress Tests + 1 Final Mock with Feedback + 2 Mock Exam Preparation + BPP Revision Kit + BPP Revision Notes	HOME STUDY PACKAGE BPP Study Text + BPP Revision Kit + BPP Tutor Notes + BPP Audio Lectures + BPP Revision Notes
FUNDAMENTALS LEVEL - KNOWLEDGE SUBJECTS	R4,330	R1,800	R2,750
FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R4,700	R1,910	R3,200
FUNDAMENTALS LEVEL - KNOWLEDGE SUBJECTS	R8,870	R3,600	R5,500
FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R9,400	R3,820	R6,400

See timetables on following pages!

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\*10% EARLY BIRD DISCOUNT AVAILABLE UNTIL 31 AUGUST, 2013.  
ENROL NOW & PAY A MINIMUM OF 10% BEFORE DEADLINE TO SECURE DISCOUNT.

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**ACCA TIMETABLE - PART TIME - FUNDAMENTALS LEVEL - 2ND SEMESTER 2013 - BRAAMFONTEIN CAMPUS**

SUBJECTS	DAY	TIME	DATES											
			TUITION PHASE SESSIONS							REVISION PHASE SESSIONS				
F1 - Account in Business	SATURDAY	0800 - 1100		14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
F2 - Management Accountant	SATURDAY	1115 - 1415		14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
F3 - Financial Accounting (Intl)	SATURDAY	1430 - 1730		14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
F4 - Corporate & Business Law	MONDAY	1800 - 2100		09 SEP	16 SEP	23 SEP	30 SEP	07 OCT	14 OCT	21 OCT	28 OCT	04 NOV	11 NOV	18 NOV
F5 - Performance Management	TUESDAY	1800 - 2100		10 SEP	17 SEP	24 SEP	01 OCT	08 OCT	15 OCT	22 OCT	29 OCT	05 NOV	12 NOV	19 NOV
F6 - Taxation (SA Variant)	WEDNESDAY	1800 - 2100	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>											
F7 - Financial Reporting (Intl)	SATURDAY	1115 - 1415		14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV
F8 - Audit & Assurance	THURSDAY	1800 - 2100		12 SEP	19 SEP	25 SEP	03 OCT	10 OCT	17 OCT	24 OCT	31 OCT	07 NOV	14 NOV	21 NOV
F9 - Financial Management	SATURDAY	0800 - 1100	09 MAR	14 SEP	21 SEP	28 SEP	05 OCT	12 OCT	19 OCT	26 OCT	02 NOV	09 NOV	16 NOV	23 NOV

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## 2<sup>ND</sup> SEMESTER (SEPT TO NOV 2013): PRETORIA CAMPUS (PART-TIME)



ON-SITE CBE CENTRE

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### ACCA 2013 TIMETABLES & COURSE FEES FOR PRETORIA CAMPUS - SEMESTER 2 (DECEMBER 2013 EXAM SITTING)

ALL PRICES EXCLUDE VAT AND ARE PER SUBJECT	TUITION & REVISION PACKAGE	REVISION ONLY PACKAGE	HOME STUDY PACKAGE
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FUNDAMENTALS LEVEL - SKILLS SUBJECTS	R4,700	R1,910	R3,200
PROFESSIONAL LEVEL - ESSENTIALS/COMPULSORY	R4,890	R2,025	R3,310
PROFESSIONAL LEVEL - OPTIONAL SUBJECTS	R5,060	R2,140	R3,430

See timetables on following pages!

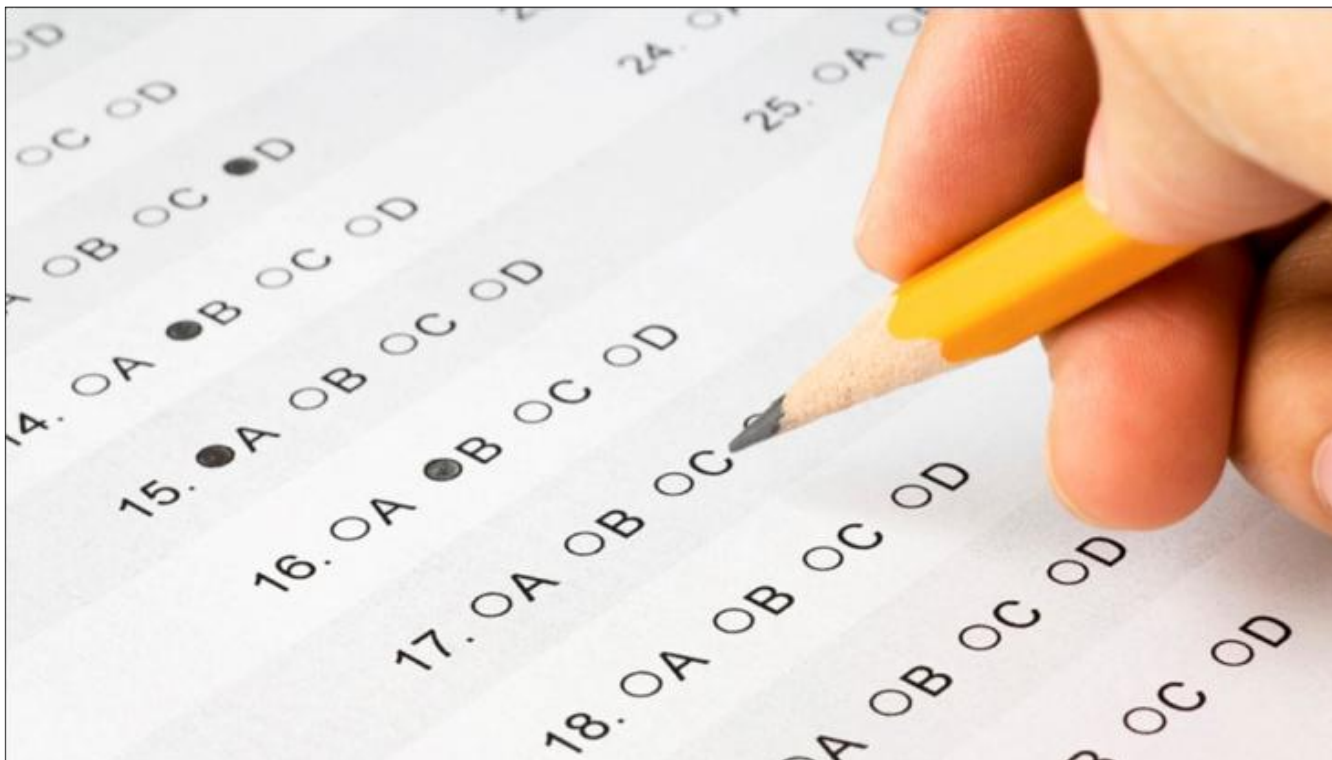
\*20% EARLY BIRD DISCOUNT AVAILABLE UNTIL 31 JULY, 2013.  
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**ACCA TIMETABLE - PART TIME - TIME TABLE - 2ND SEMESTER 2013 - PRETORIA CAMPUS**

SUBJECTS	DAY	TIME	DATES											
			TUITION PHASE SESSIONS						REVISION PHASE SESSIONS					
F1 - Account in Business	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
F2 - Management Accountant														
F3 - Financial Accounting (Intl)	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
F4 - Corporate & Business Law	SATURDAY	0800 - 1100		31 AUG	07 SEP	14 SEP	21 SEP	05 OCT	12 OCT	02 NOV	09 NOV	16 NOV	23 NOV	30 NOV
F5 - Performance Management	SATURDAY	0800 - 1100		31 AUG	07 SEP	14 SEP	21 SEP	05 OCT	12 OCT	02 NOV	09 NOV	16 NOV	23 NOV	30 NOV
*F6 - Taxation (SA Variant)	SATURDAY	1115 - 1415		31 AUG	07 SEP	14 SEP	21 SEP	05 OCT	12 OCT	02 NOV	09 NOV	16 NOV	23 NOV	30 NOV
F7 - Financial Reporting (Intl)	SATURDAY	1115 - 1415		31 AUG	07 SEP	14 SEP	21 SEP	05 OCT	12 OCT	02 NOV	09 NOV	16 NOV	23 NOV	30 NOV
F8 - Audit & Assurance	SUNDAY	0800 - 1100		15 SEP	22 SEP	29 SEP	06 OCT	13 OCT	20 OCT	27 OCT	03 NOV	10 NOV	17 NOV	24 NOV
F9 - Financial Management	SATURDAY	0800 - 1100	24 AUG	31 AUG	07 SEP	14 SEP	21 SEP	05 OCT	12 OCT	02 NOV	09 NOV	16 NOV	23 NOV	30 NOV
P1 - Risk, Governance and Ethics	SUNDAY	1115 - 1415		15 SEP	22 SEP	29 SEP	06 OCT	13 OCT	20 OCT	27 OCT	03 NOV	10 NOV	17 NOV	24 NOV
P2 - Corporate Reporting	SUNDAY	0800 - 1100		15 SEP	22 SEP	29 SEP	06 OCT	13 OCT	20 OCT	27 OCT	03 NOV	10 NOV	17 NOV	24 NOV
P3 - Business Analysis	SUNDAY	1430 - 1730		15 SEP	22 SEP	29 SEP	06 OCT	13 OCT	20 OCT	27 OCT	03 NOV	10 NOV	17 NOV	24 NOV
P4 - Advanced Financial Management	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
P5 - Advanced Performance Management														
P1 - Risk, Governance and Ethics	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													
P6 - Advanced Taxation														
P7 - Advanced Audit and Assurance	<b>ONLY RUNNING IN SANDTON THIS SEMESTER</b>													

For further enquiries visit [www.charterquest.co.za](http://www.charterquest.co.za), Tel: +27 (0)11 656 2597 / 0861 113 1137 or Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za)

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## 4.10 BURSARY, STUDY LOANS, AFFORDABLE AND EASY PAY PLAN

We support low income, previously disadvantaged, self and/or parent-sponsored students by making our courses more accessible & affordable.

### 1. Generic requirements:

- 1.1 This policy **ONLY** covers the following:
- 1.1.1 The PART TIME, FULL TIME & The PART TIME, FULL TIME & REVISION & HOME/DISTANCE LEARNING PACKAGES of all courses.
- 1.1.2 S. African citizens + SA-resident citizens of the Southern African Development Community (SADC),
- 1.1.3 To access any benefits under this plan, students must inter alia specifically cite the entitlement provision they are claiming where the online enrolment form states "anything else you would like to tell us?", and
- 1.1.4 Subject to the specific eligibility requirements, students can **CLAIM ANY 4 OF THE 11 PLAN PROVISIONS** subject to **A PROGRESSIVE UNPRORATED MAXIMUM DISCOUNT CAP OF 25% ON ALL CAMPUSES.**

**Up to 25% OFF!**  
**Pay over 6 months!**  
**We remit your exam fees!**

### 2. Specific provisions & eligibility criteria

#### 2.1. EARLY BIRD DISCOUNT (EBD) PLAN

Without duplication, any student enrolling/paying a minimum non-refundable deposit of 10% towards the invoice amount, will be entitled to an *Early Bird Discount* of up to 20% provided that such enrolment (and payment) takes place no later than 45 days prior to the official start of classes, and 10% if undertaken prior to 30 days of such start.

#### 2.2. EXAM FEE REMITTANCE (EFR) PLAN

Any Part/Full Time (excluding home/distance and/or revision) student enrolling for 1+ subject having paid the full fees no later than 7 days to the published exam entry closure date is entitled to waive such exam entry fee to the relevant professional body by demanding that CharterQuest verifiably remit such payment on his/her behalf without any further obligation on the student. Other dues such as registration/membership/subscription and exemptions fees payable will upon the student's request, invoice and receipt by CharterQuest, be remitted on the student's behalf.

#### 2.3. RETURNING STUDENTS' DISCOUNT (RSD) PLAN

Any fully paid-up previous student who studied with CharterQuest within the last 12 months will upon re-enrolling for the same or other course is entitled to an automatic discount of 10% on the published and prevailing course fee/s.

#### 2.4. INCOME PROTECTION DISCOUNT (IPD) PLAN

Income level related discounts designed to protect your disposal income will be as follows:

Gross income	<R6,001 /mth	<R10,001 /mth	<R12,001 /mth	<R15,001 /mth
Maximum Discount %	20% discount	15% discount	10% discount	5% discount

**NB:** Proof of most-recent income/salary advice MUST be supplied. If unemployed, evidence e.g. 3-months bank statement, UIF claims, or SARS documents must be submitted.

### 2.5. INSTALMENT PAY (IP) PLAN

Fees can be paid over 1 - 6 months in equal installments through debit order arrangement. All payments completed prior to classes commencing or within 2 months (i.e. 1-60 days) of the first payment will attract zero interest. Payments completed between 3-4 months (or 61-120 days) of the first payment will attract 5% interest on the full/gross invoice amount and payments between 5-6 months (or 121-180 days) will attract 10% interest on the full/gross invoice. Please state what period you wish to take up on the enrolment form to facilitate accurate invoicing.

### 2.6. MULTIPLE SUBJECTS DISCOUNT (MSD) PLAN

Enrolling for more than one subject per semester will entitle you to a 10% discount on the 2nd & subsequent subjects.

### 2.7. LEARNING MATERIALS REBATES (LMR) PLAN

Students who already own their BPP learning materials and wish to receive credit for this qualify for a maximum rebate of R280 + VAT for the Study Text and R170 + VAT for the Practice/Revision Kit. We strongly recommend you check that your BPP materials are the most recent version to avoid numerous conflicting page number references in class. The student will nonetheless receive a course file with the standard student course notes to be used in class.

### 2.8. DISTANCE LEARNING-TO-REVISION (DLtR) PLAN

Our registered Home/Distance learning students wishing to also attend Revision Classes qualify for a maximum of 60% discount on the post-VAT prices relating to the Revision Package. The Home Distance period enrolled for and revision must be consistent with the period for writing the exams.

### 2.9. THE CAP, SAVE AND STAGGER (CSS) PLAN

Completing your studies could take approximately 1-3+ years depending on a host of factors. Some students may find it difficult to cope with the inflationary increases in fees over this period, or find that paying per module semester-by-semester works out a lot more expensive. To provide protection and certainty, yet easy/affordable payments over this period, we provide the "*cap, save and stagger*" plan allowing you to pay a minimal monthly fixed and interest-free fee of R438 + VAT per confirmed module (or R209 + VAT for Home Study) subject to the following:

- (1) Study a maximum of 2 subjects per semester and student cannot claim under any other provision of this policy,
- (2) Debit order signed to cover a minimum of 3 years extendable until the final exam for the qualification is passed,
- (3) A minimum of 4 months delay between sign-up/commencement of payments and start of module or if immediate start is required, R795 + VAT per module is paid before the staggered payments kick into effect,
- (4) The staggered payments will remain fixed and continue over the period irrespective of whether the student takes a study break, abandons studies and notwithstanding the preferred mode of study at the time.

#### 2.10 THE CQ ACHIEVEMENT AWARDS (CQAA) PLAN

This award is valued at between R15k – 60K depending on the achiever's stage of studies at the time of the award. Bi-annually, CharterQuest requests from the professional bodies upon release of official exams results, the names of the top 5 students per selected module to create a pool of eligible candidates who will be approached to express an interest in the award. The top 2 students per subject are then awarded a full merit/scholarship to continue their professional studies with/through CharterQuest. Such scholarship will continue subject to a satisfactory level of performance: attendance, tests and final exams results in any 2 subjects per exam diet.

#### 2.11 THE CQ BURSARY/STUDY LOAN (CQB) PLAN

Each year, a maximum of 5 CharterQuest fulltime Historically Disadvantaged Individual Students, younger than 24 with demonstrated strong academic track record coupled with good matric-level grades in English Language, Accounting, Mathematics and Business Economics within the last 5 years to receive a full bursary/study loan. Any student not meeting the above criteria, who after studying for at least a full year with CharterQuest and passing all Progress Tests and Mock plus final exams in at least 2 subjects within the same semester and having scored a minimum of 60% (final exam mark) in both papers, is also eligible to apply. Such scholarship will continue subject to a satisfactory level of performance: attendance, tests and final exams results in any 2 subjects per exam and part time work in a non-tutor/lecturing role with CharterQuest.

#### 4.11 GET A FREE QUOTE

You can secure fee estimates and claim or verify whether you qualify for the above discounts by requesting a no obligation quote on the following link:  
<http://www.charterquest.co.za/index.php/template/campus-free-quote>

#### 4.12 HOW TO ENROL

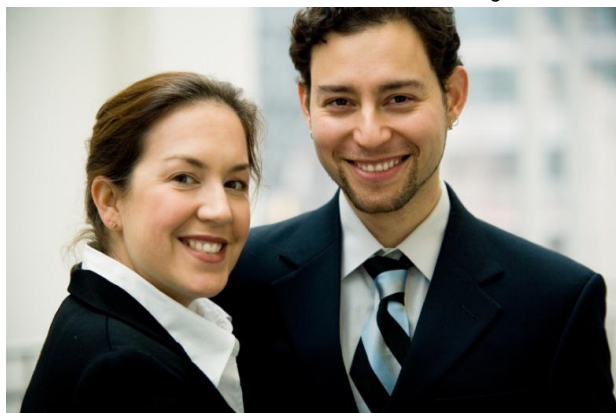
To enroll, simply click the following link or request a manual enrolment form from our offices:  
<http://www.charterquest.co.za/index.php/component/chronofrms/?chronofrm=campus>



## 5. CHARTERQUEST INTERNATIONAL STUDENTS

### 5.1 WHY STUDY IN JOHANNESBURG, SOUTH AFRICA

Johannesburg is like no other city on the planet and in Africa for that matter! Uniquely cosmopolitan, teeming with history, it is also a global emerging market business hub and Africa's leading financial centre. No doubt the Johannesburg Metropolitan Council calls it '**a world class African city.**' Johannesburg (South Africa) is chosen by more African, Middle East and Asian students than any other city in the African continent - so the important thing, of course, is to make the most of your time here! CharterQuest's Braamfontein campus location will give you a head start. Other than Sandton where our world class main campus is located, CharterQuest has recently moved to a new multi-million dollar premises at the academic nerve centre in South Africa and next door to legendary institutions of higher learning such as Wits University, University of Johannesburg, University of Pretoria's Gordon Institute of Business Sciences and near the famous Nelson Mandela Bridge and the



Constitutional Hill Building.

CharterQuest offers a perfect base from which to explore Johannesburg's many other attractions: from Soweto and Hector Peterson Memorial site, to the Johannesburg Museum and gallery, the world class Johannesburg Stock Exchange, and the famous soccer city that hosted the 2010 world cup opener and finals. Almost all the major art galleries and museums offer free entry. Sandton City is the place to catch the latest cinema releases, plays and shows, while there are often concerts and other events in the city's numerous parks and open spaces.

Our programme of social events for international students will help you to meet your fellow students and to explore Johannesburg's wealth of round-the-clock entertainment and excitement. We offer a wide range of students' clubs and societies, such as the Film Club and Language and Cultural Society.

Shopping is never far away from their exclusive Jorissen Street and Rivonia Road. Or if you prefer sport, Johannesburg is a great place to watch or take part. As well as hosting the 2010 world cup, it is home to Orlando Pirates and Kaizer Chiefs, 2 of South Africa's top clubs and rivals –its real fun to watch their derby each time it comes up! Think of the equivalent of a Barcelona and Real Madrid derby on African Soil!

Compared to other competing study destinations such as the United Kingdom, South Africa offers real value for money. The South African Rand remains strong against the pound and the dollar yet with a relatively lower cost of living index; you can get the equivalence of a world class professional finance and accounting education to launch your international career in accounting and finance at a fraction of the cost of pursuing the same in UK/Europe. **The student visa procurement regime in South Africa is relatively very friendly to international students from Africa, Middle East and Asia than their British or Western counterparts with just as much opportunities for students to engage in off-campus excitement and part time work and internships.**

### 5.2 FREE IMMIGRATION ADVICE

#### Information and Advice

Our advice to international students is to apply for your study/permit visa 3 months before the start of the course. Our next semester starts February/March, 2012. This will allow you the time to obtain a student visa and find the required funding.

At CharterQuest, we offer a limited number of scholarships for our international students. Competition is intense so most international students have to fund their study themselves.

#### Frequently Asked Questions (FAQ's)

##### Who needs a study permit?

If you are an international student intending to study in South Africa - whether at a primary, secondary or tertiary educational institution - you must first apply for and be granted a study permit. A South African educational institution cannot register an international student until a valid study permit has been produced.

##### How does one apply for your study permit?

Once you have confirmed your acceptance of a formal offer from an accredited South African educational institution, you should collect a study permit application form from your nearest South African office abroad and complete and return the form to the same office. Depending on your country of current domicile, in general, your application should be accompanied by inter alia:

1. A valid passport.
2. A letter formally offering you a place of study at the relevant institution.
3. Proof that you are financially able to pay your tuition fees and have adequate means of support.
4. A medical certificate and proof of medical insurance cover usable in South Africa.
5. A repatriation guarantee; unless a South African sponsored body, citizen or permanent resident provides a written undertaking as specified in the application form, you will be required to lodge a cash deposit or bank guarantee equivalent to the costs of transportation to your home country in case you fail to

comply with your permit conditions. However, if your course is not longer than a year, or you will be attending a religious institution, you will be exempt from this requirement, and need only possess a valid return/onward ticket.

6. A written undertaking that you will return to your country of residence/origin after completing your studies.
7. The relevant permit fee (see the local SA mission near you)

#### How long will it take for my application to be processed?

It normally takes about 4-8 weeks for a study permit to be processed. You are advised, however, to make your application as early as possible.



#### How Can CharterQuest assist me with obtaining and/or renewing my Study visa/permit to study South Africa?

CharterQuest will assist with a formal acceptance letter, advice on medical certificate or proof of medical cover, etc. subject to the student meeting our international student policy requirements. Subject to you remaining a valid student and progressing satisfactorily with the course, CharterQuest will also assist with all the necessary documentation for the renewal of your study visa/permit.

#### How can CharterQuest assist me with accommodation during my stay in South Africa?

Whilst our tuition fees include the cost of all the study materials you will require to further your studies with us, it excludes accommodation and your normal living expenses. CharterQuest does have and/or can arrange self contained hostels to accommodate its students within very close walking distance to our Braamfontein campus and we will be glad to incorporate the costing/rental inclusive of water and electricity and other living costs if the student opts to make use of our accommodation facilities which are similar in class and standing to the student accommodations at Wits and Johannesburg University etc.

Please send us email at [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za) if you would like us to also arrange your accommodation or will need further information regarding accommodation.

#### Can CharterQuest assist me with finding employment/work during my stay in South Africa or after I completion?

- i. In terms of our recognition with the Department of Home Affairs, international students obtaining their study permit/visa through an accredited institution such as CharterQuest may conduct work provided that the period that such person may undertake part-time remunerated work shall not exceed 20 hours per week, and provided further that this limitation shall not apply during academic vacation periods and that the registrar of the institution concerned consents to it in writing. The holder of a study permit with CharterQuest also will be granted permission on application, to conduct remunerated work in the form of practical training in a field related to his / her studies, on submission of the following documentation: a letter from the educational institution (CharterQuest in this case) confirming that practical training is required or advantageous to complete the intended study experience; and a letter from the prospective employer, offering practical training.

As a leading provider of professional accounting and finance training in South Africa, we have numerous international and local companies approaching us from time to time to place our students with them for internship, practical training and outright employment. We encourage our international students who would like to join the work placement scheme to apply for free evaluation and placing. Our key criteria for placement include record of academic achievement and up to date student account. Upon completion, you are eligible to find permanent work in South Africa subject to meeting the conditions to translate your study permit into a full-fledged work permit which we can also assist with.

### 5.3 FREE STUDENT ACCOMMODATION SERVICE

Please email us for more information about our hostels or if you would like us to make some accommodation arrangements for you. Email: [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za).

### 5.4 INTERNATIONAL STUDENT POLICY

This policy is re-enacted today January 17<sup>th</sup>, 2012 and is effective for all CharterQuest courses/programmes starting 2012 under our COMPREHENSIVE/FULL TUITION offering. At CharterQuest, we continue to distinguish between two types of foreign/non-South African students, namely: (1) A resident foreign student and (2) A non-resident foreign/international student:

1. A **Resident foreign student** is a student of non-South African origin who at the time of enrolment with CharterQuest is already resident permanently or otherwise in South Africa. Such a student will proceed to enroll like any other student of South African origin/citizenship and pay such fees as will be generally prescribed/published from time to time subject to the Installment Pay Terms/Plan and Discounts provided in the **CQ Affordability Policy for Self-Sponsored Students**. If at any time during the course of study, CharterQuest is required to assist with extending or changing the permit/residence/visa status, such student will automatically be treated as a non-resident foreign/international student as of the date of initial enrolment with CharterQuest, and as such, proviso 2 below will take force.

2. A **non-resident foreign/international student** is a **foreign student** who at the time of enrolment with CharterQuest is not formerly resident in South Africa and/or will require the assistance of CharterQuest such as the preparation of a **Formal Letter of Admission/Acceptance** for the purpose of applying for (or renewing) his/her Study Permit/Visa. The relevant provisions include:

- 2.1 The student will apply online and confirm in the appropriate section of the enrolment, the wish to be classified as an international student requiring study permit/visa assistance;
- 2.2 The above application must include a minimum of 3 modules per semester/term (a year has 2 semesters/terms) to meet the "full time" study visa requirements. The student will therefore be required to enroll for and pay upfront, a full year's tuition fee, i.e. minimum of 6 modules, subject to a minimum VAT-inclusive fee of R22,500 (est. \$3,461.5) where the number of remaining modules to complete the relevant qualification is less than 3 for the semester or 6 for the year. The invoicing currency will be primarily GBP (Pound Sterling) and secondarily US Dollars using a fixed rate of ZAR6.5/USD or ZAR10.5/GBP;
- 2.3 The above fees are subject to an annual non-refundable VAT-inclusive administration/registration charge of ZAR7500 (i.e. USD1154 or GBP714) for students from the Southern African Development Community (SADC) and ZAR11,200 (i.e. USD1723 or GBP1067) for non-SADC students to cover the processing of their enrolment, applicable visa-related document preparation and courier;
- 2.4 In the unlikely event that a student's VISA application is refused, the full fees paid as per 2.2 above will be refunded on production of a verifiable copy of the Visa refusal letter less 10 % refund-related bank charges;
- 2.5 as an absolute requirement, all applications for refunds in terms of 2.4 above must be made in writing at least 21 days before the published commencement date of the course;
- 2.6 If a visa is refused on grounds that the student failed to provide necessary documents, demonstrate adequate financial support or other reasons for which the student is accountable, CharterQuest accepts no responsibility to make a refund;
- 2.7 A charge of USD\$100 or 62GBP will be made to students for all dishonored payments. CharterQuest reserves the right to report offenders to the student's professional body and the South African immigration authorities;



- 2.8 No refunds or course transfers are permissible other than in the instance of VISA refusal once letters have been issued confirming full time status, and only when a student complies with the refund application procedures as detailed above;
- 2.9 Fees are published separately for each semester and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied. Promotions and offers may have restricted eligibility requirements and may change from time to time.
- 2.10 All fees exclude amounts payable by the student to the professional body for student registration, exemptions and

examination entries which CharterQuest can receive and remit on the students behalf and upon request;

- 2.11 It is the duty of the student to confirm the wish to also be assisted with accommodation facilities at the time of enrolment in terms of 2.1 above in which case the necessary cost information and terms will be availed. For estimation purposes, the student can work around \$695 per month (minimum 12 months) to cover catering/meals, accommodation and utilities which can be added to the fees if a student takes our student hostel facilities or the student can



make independent arrangements for his/her accommodation; and

- 2.12 At the time of enrolment and application to CharterQuest to assist with documentation towards obtaining study visa/permit, the student must fax the following documents to our fax number at: +27 (0)11 791 7703 or scan and email to [enquiries@charterquest.co.za](mailto:enquiries@charterquest.co.za):
  - 1) Copy of outside front cover page of the passport, biographical data page and all pages with stamps, visa, endorsements as well as signature;
  - 2) Copy of your registration with the relevant professional body, e.g. ICB, CIMA: this can be a letter showing your registration number or copy of your ID card from the professional body;
  - 3) Provided you are starting part-way through the course, the students' exemption details from the professional body or copy of your exam statements;
  - 4) A copy of this policy signed and ratified by the applicant confirming acceptance of these policy provisions (please initial page 1, complete and sign this page in the space provided below);
  - 5) Letter confirming full delivery and/or postal address or means by which the applicant would like to receive the necessary documents from us to support their visa application at the relevant SA foreign mission abroad.

3. All enrolments at CharterQuest are subject to our General Terms and Conditions as published and updated on our website from time to time as well as the specific Terms and Conditions that the student must accept at the time of formal Enrolment.

Full names	
Passport number	
Country of origin	
Signature	



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PRETORIA CAMPUS: 367 Hilda Street, Hatfield Rendezvous Building, PRETORIA.  
Tel.: 086-113-1137 | +27 (0)11 656-2597 | +27 (0)11 656-2625 | +27 (0)11 403 - 0656  
Fax2email: 086-218-8713 | 086-600-5777 | Facsimile: +27 (0)11 791-7703  
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