

## Student Details

Surname  
 First Name  
 Home address  
 Postcode  
 Telephone  
 Mobile  
 Email

## Employer Details

Company name  
 Company address  
 Postcode  
 Telephone  
 Employer/ Training Manager name (print)  
 Title  
 Email

## Qualification Details

Qualification (ACCA, CIMA, ICAEW)  
 Registration Number (ACCA, ICAEW)  
 CIMA Contact ID

DOB

## Payment Details

Full payment is required before the exam date.  
 Exam and accommodation (if relevant) to be funded by:  
 Student  
 Employer

An invoice will be sent including bank payment details. Our payment terms are 7 days from invoice date (unless exam date is earlier) If you wish to pay by credit card, please call the office.

When booking a CBE Pearson exam, you should receive an automated email from Pearson to confirm your exam booking has been made.

If you have not received an automated Pearson email within 2 working days ahead of your exam please contact us. For CIMA Case Study exam bookings if you have not received confirmation from Pearson within 5 working days ahead of the exam entry deadline, please contact us immediately.

Acceptance of booking is based on availability.

## Terms

[www.reedbusinessschool.co.uk/terms-and-conditions](http://www.reedbusinessschool.co.uk/terms-and-conditions)

I have read and accept the terms and conditions.

Student signature

Date

Employer signature (if firm funded)

Print

Date

## Accommodation

Do you require accommodation?

Yes ([see booking form](#))

No

## CBE Exam

	CBE Exam
Exam Date(s)	
Tick if a resit	
Qualification*	
Subject(s)	
Exam fee £**	
Total £	

Please return completed form to: [rbs.reed@reedbusinessschool.co.uk](mailto:rbs.reed@reedbusinessschool.co.uk)

Fees include VAT at the standard rate.

\* CIMA, ICAEW and ACCA exams only. We are NOT able to provide additional support for any exam accommodations, for example extra time or scribes.

\*\* Please refer to the current Reed Business School CBE timetable for exam fees.