

# DIPLOMA APPLICATION FORM

This form should be completed and returned to:

**Lifelonglearning**, Chartered Accountants Ireland, Chartered Accountants House, 47-49 Pearse Street, Dublin 2.

**Telephone:** + 353 (1) 6377213 **Fax:** + 353 (1) 5233987 **Email:** bookings@charteredaccountants.ie

## Section 1 – Personal Details

(Please note the details you provide in this section will be then used as your correspondence address throughout the course)

Name

Address for Correspondence

Contact Telephone Number

Contact Email address

Chartered Accountants Ireland membership number

Non-members (please state your accounting qualification e.g. ACCA CIMA)

## Section 2 – Employment Details

Company Name

Job Title

Company Address

Company Phone number

Company Email

If you do not wish for your name and company to be included on the participant list circulated to the class tick here

## Section 3 – Diploma Course choice

Diploma Course Title

## Section 4 – Payment Details

Is your company paying your qualification fees?  No  Yes (if yes we will raise the invoice against the company details provided in section 2)

Members Fee: € / £ \_\_\_\_\_  Non-member fee: € / £ \_\_\_\_\_  non-qualified € / £ \_\_\_\_\_

Credit Card  Debit Card  Cheque  \*\*Instalments

\*\*The Instalment payment option will allow delegates to spread the cost of a Diploma over three to five payments, with the first payment being charged at **registration stage**, and then remaining payments being charged to a debit/credit card on agreed dates.

If paying by card please fill out the below:

Card Number

Expiry date

CCV

### Cancelation Policy

Full payment will be required on or before course commencement. Cancellations must be received in writing at least two weeks before the course start date, no refunds are due once the course has commenced. Multiple bookings by a single employer will qualify for a discount of 10% for the second and subsequent bookings.

### Data Protection

Please be advised that your personal information will be processed in accordance with the Data Protection Acts 1988 and 2003. The financial information will only be used for the purposes of processing this booking.

### Programme Disclaimer

All information in this brochure is correct at the time of printing. If unforeseen circumstances occur, Chartered Accountants Ireland reserves the right to change the programme. The course materials and content are prepared for the continuing development of participants and while trusting that it will be useful for this purpose, Chartered Accountants Ireland cannot warrant that the use of this material would be adequate to discharge the legal or professional liability of participants in the conduct of their practice or business operations.

### \*Non-qualified route - terms & conditions

1. Chartered Accountants and other qualified accountants cannot undertake the non-award option.
2. A letter of complication, stating they have completed the programme will be issued to those undertaking the non-award option but only where they have attended the entire programme and have submitted and passed course assignments and exam.



Chartered  
Accountants  
Ireland