

noticeboard

ACCA connect

For all enquiries please contact *ACCA Connect* – our global customer service centre. However you want to contact us: by phone, fax, e-mail or post, one of our expert advisers will be happy to assist you.

Monday to Thursday Open 21 hours (closed 20.00 to 23.00)

Friday Open 20 hours (closed 20.00 to midnight)

Saturday Closed

Sunday Open 09.00 to 17.00 and 23.00 to midnight

ACCA Connect
2 Central Quay 89 Hydepark Street Glasgow
G3 8BW United Kingdom
tel: +44 (0)141 582 2000
fax: +44 (0)141 582 2222
e-mail: students@accaglobal.com
website: www.accaglobal.com

(times based on GMT/BST as appropriate)

fees

Annual subscription – 2008

The annual subscription fee was due and payable on 1 January 2008. Remember you can pay your fees at ACCA's e-business website: <https://www.acca-business.org>

Every student on file as at 1 January each year is required to pay a subscription for that year in order to remain active on the register. The initial subscription fee submitted with your *Initial Registration Form* is required to cover the registration process and to maintain your name on file for the calendar year in which you register.

Students who fail to pay fees when due (including exam/exemption fees), will have their names removed from the ACCA register. Students wishing to re-register are required to submit any amounts unpaid at the time of their removal in addition to the re-registration fee. No penalty fee will be charged. Confirmation of your unpaid fees can be obtained from your national ACCA office or *ACCA Connect*.

The following fees and subscriptions apply:

CAT students

Initial subscription	£56
Re-registration	*£56
Annual subscription	£56
Introductory Level exam	£35
Intermediate Level exam	£35
Advanced Level exam/exemption	£40

ACCA Qualification and MSER students

Initial subscription	£64
Re-registration	*£64
Annual subscription	£64
Knowledge exam/exemption	£47
Skills exam/exemption	£55
Professional exam	£63
*plus unpaid fee(s)	

Affiliates

Annual subscription	£90
Permanent subscription	£175

Don't forget to pay your fees on time. Dates by which fees and subscriptions must be paid and arrangements for payment are included in your ACCA welcome pack.

exam entries

Standard exam entry

In order to attempt exams at the next session you must submit an exam entry. The closing date for standard entries to be received is 15 April 2008 for the June 2008 exams.

You can submit your entry by post, online, or at an ACCA office. Please use only one method of exam entry, as multiple applications may result in duplicate fees being charged. Please note that you are unable to withdraw from an exam once you have submitted your entry.

You will receive an acknowledgement as soon as your exam entry is processed. If you have not received this seven days prior to the closing date, you should confirm whether your entry has been received by viewing your status on *myACCA* or contacting *ACCA Connect*.

Late exam entry

A late exam entry period has been introduced during which you can continue to enter for exams. The late entry period is 16 April 2008 to 8 May 2008 for the June 2008 exams.

In the late exam entry period, exam entries can only be submitted by accessing *myACCA* and using the online entry facility. A fee of **£110 per paper** will be charged if your application is processed during the late exam entry period. This is in addition to the standard exam fees.

ACCA can accept no liability for failures in the postal system and strongly recommends that you send your entry as early as possible. Entries received after the standard exam entry closing date will be rejected and students will be advised to use the late exam entry service available via *myACCA*.

Exam entry advice

For further advice on entering for ACCA exams, read the noticeboard article in the September 2007 issue of *student accountant direct* – also available online.

Paper F4 (BWA)

Candidates sitting Paper F4 (BWA) are advised to read the article 'Botswana Companies Act 2003' available in the paper resources section of the student channel on the ACCA website.

exam timetable

The following dates have been confirmed for the next two exam sessions:

June 2008

Week 1 2 to 6 June
Week 2 9 to 11 June

December 2008

Week 1 1 to 5 December
Week 2 8 to 10 December

Exams will take place over an eight-day period with one session of exams each day. The exams will be held concurrently in five different time zones. The base starting times in each of these time zones will be:

- Zone 1 (Caribbean) – 08.00hrs
- Zone 2 (UK) – 10.00hrs
- Zone 3 (Indian Continent) – 14.00hrs
- Zone 4 (Far East) – 15.00hrs
- Zone 5 (Australasia) – 17.00hrs.

Local starting times will be set falling out from these base start times for every centre. Details of local start times can be found against each centre on the *Examination Centre List* accompanying your *Examination Entry Form*.

Papers F1 to F3 are two-hour exams, and Papers F4 to F9 and P1 to P7 are three-hour exams.

Monday 2 June

1* Recording Financial Transactions
6* Drafting Financial Statements
F6 Taxation
P6 Advanced Taxation

Tuesday 3 June

2* Information for Management Control
7* Planning, Control and Performance Management
F4 Corporate and Business Law
P7 Advanced Audit and Assurance

Wednesday 4 June

3* Maintaining Financial Records
F3 Financial Accounting
MFA Financial Accounting
F8 Audit and Assurance

Thursday 5 June

4* Accounting for Costs
F9 Financial Management
P4 Advanced Financial Management

Friday 6 June

5* Managing People and Systems
F2 Management Accounting
MMA Management Accounting
P5 Advanced Performance Management

Monday 9 June

8* Implementing Audit Procedures
F5 Performance Management
P1 Professional Accountant

Tuesday 10 June

9* Preparing Taxation Computations
F7 Financial Reporting
P2 Corporate Reporting

Wednesday 11 June

10* Managing Finances
F1 Accountant in Business
P3 Business Analysis

*CAT Scheme exams

oxford brookes important information

Students completing certain papers of the ACCA Qualification are eligible to apply for a BSc (honours) in applied accounting from Oxford Brookes University.

You can check your eligibility status at www.accaglobal.com/students

How to apply to opt in

If you initially registered with ACCA from 1 January 2001 and elected not to join the scheme at the time of registration, you can still apply to opt in at any time prior to attempting ACCA Qualification Papers F7, F8, or F9. Please write to: ACCA Admissions 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom and request to be opted in. To opt in online please visit ACCA's e-business website at <https://www.acca-business.org>

Submission of Research and Analysis Project (RAP)

If you are opted in to the Oxford Brookes partnership and intend to submit your RAP, you must do so within 10 years from your first date of registration with ACCA. The dates below outline the forthcoming deadlines for completing the qualifying exams and the last opportunity you have for submitting your RAP.

First session (1)	Final session for completing the qualifying exams (2)	Final date for submission of RAP
Jun 1998	Dec 2007	Apr 2008
Dec 1998	Jun 2008	Oct 2008
Jun 1999	Dec 2008	Apr 2009
Dec 1999	Jun 2009	Oct 2009
Jun 2000	Dec 2009	Apr 2010
Dec 2000	Jun 2010	Oct 2010
Jun 2001	Dec 2010	Apr 2011
Dec 2001	Jun 2011	Oct 2011
Jun 2002	Dec 2011	Apr 2012
Dec 2002	Jun 2012	Oct 2012

Notes

- 1 First applicable exam session as confirmed at the time of your initial registration with ACCA.
- 2 Completion of Fundamentals level exams.

New students

Applications are normally processed within four to six weeks of receipt in the Glasgow office. Forms handed in to national ACCA offices or Joint Scheme offices will be forwarded to Glasgow. Students who apply to register online can track the progress of their application on the e-business website.

New students should allow adequate time for processing and receiving official confirmation of their registration. Carefully read the information that you receive with your post-registration pack to ensure all details have been recorded correctly. You should expect to receive: a student registration card, a welcome to ACCA letter, a profile letter detailing a summary of your data held by ACCA, and an exemption notification if applicable.

Administrative reviews

ACCA introduced an administrative review service with effect from the June 2005 exam session. This allows students to apply for an administrative review of their exam results in the post-exam period. Following the June 2007 session, 1,651 reviews were carried out. A total of eight errors material to overall results was confirmed, and as a consequence of this, the results originally awarded to the candidates were changed.

CAT variant/accounting and auditing streams

The variant and stream allocated to you at the time of your registration are indicated on your profile letter. You can also view this in *myACCA*. All exam options are calculated based on the variant/stream information held on file for you at the date of issue of the entry form. Should you wish to change a variant paper, please confirm this in writing. If you would like to change your stream, you can do so at the time of exam entry or online via the e-business facility. Amendments can be accepted up until the exam entry closing date for the next session, ie **15 April** for the June exams and **15 October** for the December exams.

ACCA Qualification variant/accounting and auditing papers

The tax and law variants allocated to you at the time of registration are indicated on your profile letter. You can view your full profile in *myACCA*. You can select the accounting and auditing standards that you wish to be examined in at the time you enter for your exams.

Should you wish to change the tax or law variant for the forthcoming session, you can do so as part of online exam entry or by including a request when submitting your *Exam Entry Form*. Amendments can be accepted up until the exam entry closing date for the next session, ie **15 April** for the June exams and **15 October** for the December exams.

Transfer to the ACCA Qualification

Students completing the exam element of the Certified Accounting Technician Scheme are eligible to transfer to the ACCA Qualification with exemption from Papers F1, F2 and F3.

This transfer is automatic for all students who stated on their initial *Technician Registration Form* that they wished this to take place. Such students are eligible to take the next session of the ACCA Qualification exams.

If you indicated on your application that you did not wish this transfer to take place, a separate application will be required should you subsequently decide to attempt the ACCA Qualification exams.

Change of address

Visit www.accaglobal.com to update your address details through ACCA's website. You must first register on the website by clicking on *myACCA* and entering your student registration number and passcode (sent to you with your annual subscription notification or welcome pack).

You may also use the website to check that we hold the correct and most up-to-date record of your address on our database. If your change of address is notified to us after the 10th of the month, your details will not be updated in time to allow the next issue of *student accountant* to be delivered to your new address.