

1. **Do I need to be registered with the professional body before enrolment?**

- a] You are able to enrol with the University before enrolling with the accounting bodies.

However you are strongly advised to so as soon as possible. Remember that you can only sit the exams if you have enrolled as student member on time (see relevant website for details).

**ACCA:**        [www.accaglobal.com](http://www.accaglobal.com)

**CIMA:**        [www.cimaglobal.com](http://www.cimaglobal.com)

- b] You also need to be informed of your status in relation to exemptions and / or eligibility to sit the exams. The lead time for processing applications can be up to eight weeks. If you are ineligible or eligible for more / less exemptions than you expect, **the University will not be liable for any refunds or charges for modules. So please enrol as soon as possible, or telephone or email the relevant body about possible exemptions. Please be very clear about your qualifications and background.**

2. **Where do I sit the exams?**

The examinations are not held at the University. The relevant body will send you an examination entrance form approximately two months before the examination. This will list the examination centres for that particular sitting. You are free to choose any from the list – provided there is space available. *Complete and return the form as soon as possible.*

*You may also be able to enrol online for the exam, please check websites for details on entering Computer Based exams.*

3. **Does the University fee include examination fees?**

The examinations are held externally and separate fees are charged for these.

4. **What are the fees charged for registration?**

These fees should be paid to the relevant body.

You are also required to pay a separate fee for each exemption granted, which should be on the relevant website

5. Does the University fee include manuals?

No. The recommended manuals will be available from the University bookshop at Marylebone Road (Ground Floor, Luxborough Building).

The fee covers the tuition for the duration of the course. This fee is one of the cheapest available within the London area.

As a registered student of the University you are free to use any facilities that are available to full-time students.

6. Do ACCA and CIMA courses qualify for Student Visa Status?

No. The Home Office rules state that you must attend a minimum of 15 hours tuition on a full-time basis.

7. Can I pay my fees on an instalment basis?

No. These courses do not qualify for fees on instalment basis. All payments must be cleared before you can be registered as student of the University.

8. Do I qualify for any reduction in fees if I am unemployed or not working?

No. These courses do not have such reductions.

9. Is my university and professional body registration the same?

No. Please do not confuse the two as it may be a costly mistake when you sit the exam. You are reminded that the University requires you to provide your professional body number. This is our only means of receiving any feedback on your results.

10. How can I pay my fees?

The following means of payment are acceptable:

- i] Credit Card,
- ii] Cheque (you will only receive your registered status once the cheque has cleared),
- iii] Sponsorship letter from employer.

11. Who should I contact for official letters from the University?

Your first point of contact should be the Course Administrator in the Postgraduate Office (0207 911 5000 ext 3235, email

[S.Odonoghue1@westminster.ac.uk](mailto:S.Odonoghue1@westminster.ac.uk)), who will inform you if this is possible.

12. How are the students informed of any changes?

Hopefully this will not happen. The lecturer should inform the Course Leader and he will notify students via the Blackboard system. This is the University Intranet service which sends out bulk emails to courses and modules. It is vital that you check this regularly

Please note that, as a University student, you will be allocated an email account which can be used to access the intranet.

13. Does the University provide past examination papers?

Once you have registered with ACCA / CIMA past exam papers can be accessed on the relevant website:

ACCA: [www.accaglobal.com/](http://www.accaglobal.com/)

CIMA: [www.cimaglobal.com/](http://www.cimaglobal.com/)

14. Do the courses cater for November / December examination sitting?  
CIMA

The certificate stage will run for 12 weeks each semester. This is to enable students to sit the computer based examinations over the Christmas vacation and then complete any remaining papers for this stage in the second semester.

The managerial stage will run for 24 weeks from September to April/ May, with a break for the Christmas vacation. Therefore you can only sit for the May examinations which are paper based.

ACCA.

The classes are semester based. The First semester will involve attendance on some Saturdays. Please see time table for further details.

First semester classes begin in September 2008 and prepare students for the December 2008 examinations Knowledge Level and Skills Level.

Second semester programme will begin in January 2009 to prepare students for the June 2009 examinations for the Knowledge Level and Skills Level,.

15. How do I contact my subject lecturer?

Many lecturers are visiting lecturers and only come in for the times they are teaching. Your first point of contact should be the Postgraduate Support Officer who is on ext 3466, email [pgsupport@wmin.ac.uk](mailto:pgsupport@wmin.ac.uk) or via email through Blackboard.

16. Who do I see about personal help and / or non-academic issues?

You can contact the Course Leader or the Postgraduate Support Officer, who will direct you to the appropriate person.

17. Can the University help me with my job search?

The University has a Careers Office which maybe able to offer some advice. The contact details are the University Intranet.

19. When can I contact the Postgraduate Office?

Postgraduate Office opening hours are:

Term time: Monday-Thursday: 10am–2pm & 4–6pm

Friday: 10am–2pm

Vacation: Monday-Friday: 10am–2pm

They can also be contacted by telephone or email from 9.30am–6pm every day (tel 0207 911 5000 ext 3235, email [S.Odonoghue1@westminster.ac.uk](mailto:S.Odonoghue1@westminster.ac.uk)).