Tuition Application Form – 2027 Exams

We recommend that you order using our at www.acted.co.uk/estore/.
You will be able to view provisional venues and see an indication of the number of spaces available on each course.
Please use the separate order form to apply for Study Material and Marking.

Title _____First name _____ Last name_____

BPP ActEd Student Number: _____

Employer _____ Work address (if changed since last order)_____

_____ Post/ZIP code _____

Home address (if changed since last order)_____

_____ Post/ZIP code _____

Preferred telephone contact number_____ Alternative contact number (optional) _____

E-mail address _____

We do not advise you to adopt a study strategy that might require you to cease studying partway through a session. If you might need to change your plans in the light of your exam results or gaining exemptions, then we'd recommend that you apply for a late-starting Regular Tutorial or a Block Tutorial, rather than a standard Regular Tutorial. You should also defer purchase of any Online Classroom until after results. This will give you much more flexibility should your plans change.

To purchase an **Online Classroom,** please add the Subject(s) in the box below.

	Availability	Subject(s)
Online Classroom	CM1, CM2, CS1, CS2, CP1, CP2, CP3, SP1, SP2, SP5, SP7, SP8, SA1, SA2, SA7	

Please indicate which Profession's exams you will be sitting: IFoA: ☐ IAI: ☐Other (please specify):_____

The repeat-purchase rate only applies to students who have previously or simultaneously purchased a Regular or Block Tutorial or the Online Classroom with BPP ActEd in the same subject.

If you are eligible for the repeat-purchase rate please tick here: ☐

Face-to-face and Live Online Tutorials

To book a place on a tutorial, please give the subject and code of the courses you would like to attend (for a full list of course codes, see the latest *Tuition Bulletin*). Your booking is provisional until the appropriate finalisation date.

	Example	Course 1	Course 2	Course 3	Course 4
Subject	SP3				
1st-choice course	SP3-80				
2nd-choice course	SP3-81				
3rd-choice course	SP3-40				

We will allocate places on a first-come first-served basis. If your first-choice course is full when we process your application, we will allocate you a place on your second-choice course and so on. If all chosen tutorials are full, you will be placed on a waiting list. We will endeavour to add extra groups at finalisation for students still on a waiting list at that time. If your first-choice course is cancelled at finalisation, we will endeavour to allocate you a place on your second-choice course (taking note of the date of your original application).

You do not need to complete the box below unless you wish to request a course in a location not shown on the tuition bulletin.

If you would like to request a course in a location not shown on the bulletin, please fill in the appropriate boxes below. You can still apply for an advertised course at this stage in case we are unable to run an extra tutorial in your preferred location. Please see the current Tuition Bulletin for more details.

☐ Regular Tutorial	☐ Block Tutorial	☐ Late-Starting Regular Tutorial
☐ One full day (CP2 & CP3)	☐ Paper B Preparation Day	

…in subject(s): _____ …in any of the following locations:

☐ Belfast	☐ Birmingham	☐ Bristol	☐ Croydon
☐ Dublin	☐ Edinburgh	☐ Glasgow	☐ Leeds
☐ Liverpool	☐ Manchester	☐ Norwich	☐ Reading
☐ Southampton	☐ Stirling	☐ York	☐ Online
☐ Other _____			

If appropriate, please specify more than one course type or location using "1" for your first choice, "2" for your second choice *etc*.

Further information

Shortly after you apply for a course you will receive an acknowledgement of your **provisional** application if the course has not been finalised. If you do not receive an acknowledgement within four days for each of the courses you have applied for, please contact ActEd immediately to check that we have received your application. A provisional place on a course does not guarantee that the course will run – this will depend on a sufficient level of demand at finalisation. To maximise your chance of getting a place on your chosen course(s), you should apply well before the appropriate finalisation date (see the *Tuition Bulletin* for more details) and state as many preferences as possible.

IMPORTANT – YOUR ACKNOWLEDGEMENT IS REQUIRED BEFORE YOUR ORDER CAN BE PROCESSED

BPP ActEd's full Terms & Conditions, which include BPP ActEd's policy on cancellation and refunds, will apply to your order. These Terms & Conditions can be viewed on our website and a copy will be emailed to you once your order has been checked.

Please tick to confirm that you have read and accept our Terms and Conditions: ☐

If you attend one or more sessions of a tutorial during the statutory 14-day cancellation period and you subsequently cancel within this period, an amount that is in proportion to the length of attendance possible until you requested the cancellation, in comparison with the full length of the course, will be deducted from the reimbursement. Please tick to confirm: ☐

Online Classroom applications: Please consent for us to give you access to your electronic product(s) during the statutory cancellation period of 14 days and also acknowledge that your right to cancel in this 14-day period will be lost if you start using the Online Classroom. Please tick to confirm: ☐

Health & Safety / Equal opportunities: Please put a cross here ____ if you have any special needs/disability that may affect you in the event of a building evacuation whilst you are attending a course. Please put a cross here ____ if you have a learning disability and/or learning difficulty and/or health problem which you would like us to be aware of. Someone from BPP ActEd will contact you to establish what additional support we can provide for you.

REDUCED RATES

If your annual income (as defined by UK Government rules on taxable income) is less than £10,000, and you pay for your tuition yourself (and are not able to claim it back from your employer) then you are eligible for reduced rates with BPP ActEd. Please put a cross here ___ if you are eligible for reduced rates.

Earnings include income from all sources, including pension income and evidence of your annual income may be requested by BPP ActEd.

HOW WE USE YOUR INFORMATION

We will use the information provided in this form in order to provide the services and/or products you have requested. Please be aware that where you are sponsored by your employer, we will share feedback in relation to your attendance and performance with your employer.

If you are self-funding then please let us know if we can share this information with your employer. If you are paying for this order but then claiming the cost back from your employer then we strongly recommend that you check whether you are required by your employer to give us consent before continuing.

Please share tutorial attendance and assignment data with my employer: ☐

Please **do not** share tutorial attendance and assignment data with my employer: ☐

Additionally, you can choose to receive marketing and other information relevant to the courses you are interested in. Please use the checkboxes below to let us know if you are happy to receive these communications. You can opt out of marketing at any time, either by emailing us or clicking the Unsubscribe link on future emails. We will not share your marketing information outside of the BPP Professional Education Group but we may still send you information that we believe is significant and relevant for your studies.

I am happy to receive marketing information from BPP ActEd: ☐

I do not wish to receive marketing information from BPP ActEd: ☐

For further information explaining how we use your information, please see our Privacy Policy.

By submitting this form, you agree that you have read and accepted our Privacy Policy.

Invoicing and payment: Unless your company has pre-arranged payment facilities with BPP ActEd, we will require payment in advance. We can no longer accept credit card payments using this form. If you wish to pay by card, we strongly recommend that you use our online store at ActEd.co.uk/estore. Alternatively, if you are unable to access the online store, we will issue an invoice on receipt of your order form, which will require payment before your order is processed.

Invoices to be settled by your employer will be addressed to you personally at your office address unless your employer has already authorised the use of its company account for your order. If you would like us to address these invoices differently, please give details below. Please provide your company's requisition number, if applicable, when you place your order. If invoices are not settled within 30 days we may block future orders and/or prevent you from using on-going services (*eg* marking and tutorials) without offering any refund.

_____

For employer's use (if applicable)

Authorised by: Date:

Please email or post both pages of this form to: BPP ActEd, First Floor, McTimoney House, 1 Kimber Road, Abingdon, OX14 1BZ
Email: ActEd@bpp.com

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