



Professional Assessment

Student Number: _____ Name: _____ (English) _____ (Chinese)
Contact Telephone Number: _____ (Office) _____ (Mobile/Pager)

Enrolment Form – August 2012 Session

Please read the Enrolment Procedures and Regulations carefully before completing this form.

Choice	(Please “√” the appropriate box to mark your choice)	Amount
<input type="checkbox"/>	Enrolment	HK\$1,100
<input type="checkbox"/>	Package (Enrolment with Candidate Learning Pack*)	HK\$1,280

* Candidate Learning Pack [2012 Version](#)

Payment by cashier order/crossed cheque made payable to “Hong Kong Institute of Accredited Accounting Technicians Limited”. Fees paid are non-transferrable and non-refundable. The completed enrolment form, together with the payment, should reach HKIAAT before the closing date of application.

For payment by cheque, please fill in the followings: Cheque No.: _____ Bank: _____	FOR OFFICE USE ONLY:			
	Handled by	Batch No.	Checked by	Entered by

Collection of Candidate Learning Pack (CLP) (Note this if you opt for Package) Candidates are required to present the Enrolment Confirmation Slip and HKIAAT Student Card when collecting the CLP at HKIAAT Counter, 27/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.	Closing Date for Enrolment 15 June 2012 Early submission of the form is advisable to enable successful enrolment.
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Confidentiality Undertaking (Must be Completed) (Please “√” the box) Additional workshop questions are distributed to candidates during workshops for small group discussion. These additional questions are used for assessment purpose and if candidates disclose the questions and/or topics covered by the questions to candidates attending later classes, it will create an unfair advantage. Candidates taking the workshops must keep the additional questions CONFIDENTIAL and limit discussion to their workshop group. Attempting to copy down workshop additional questions or smuggle them out of your workshop in any form without HKIAAT’s prior consent may result in disqualification from the whole Professional Assessment (i.e. both workshop and examination components) and / or any disciplinary action. <input type="checkbox"/> I confirm my agreement in observing the above-mentioned confidentiality undertaking.

Change of Particulars New address: _____ _____ New telephone number: _____ (Office) _____ (Mobile/Pager)
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I, the undersigned, have read the regulations and confirmed that the information of this form is correct. I understand that my enrolment cannot be withdrawn, nor the fee transferred or refunded once submitted.

Signature: _____

Date: _____

(Personal Data (Privacy) Ordinance: All personal data provided in this form will be used by HKIAAT for the administration of its examinations. In addition, HKIAAT may use the collected data for statistical research and analysis, and for keeping students informed of its services. The provision of personal data by means of this form is voluntary. However, inaccurate and insufficient information may result in rejection of an application. Data collected is accessible only to officers and persons processing the related registration and administering the examinations. If students need to make any corrections or inspection of their personal data, please contact our officer at 27/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.)



Professional Assessment (PA) – August 2012 Session
Enrolment Procedures and Regulations

FOR STUDENTS WHO **DO NOT** WISH TO SIT THE AUGUST 2012 PA

Please disregard the Enrolment Form and this Enrolment Procedures and Regulations.

FOR STUDENTS WHO WISH TO SIT THE AUGUST 2012 PA

Please read the following instructions carefully before completing the Enrolment Form.

A. Eligibility and Responsibility

1. Students are eligible to sit the August 2012 PA if they:
 - are graduates of the Accredited Accounting Technician (AAT) Examination*;
 - did not enrol in the May 2012 PA Session; and
 - have submitted their completed Enrolment Forms together with the enrolment fees required to Hong Kong Institute of Accredited Accounting Technicians Limited (HKIAAT) either by post or in person **on or before the closing date of 15 June 2012**.(*Note: Students who completed the AAT Examination with the last paper by exemption are required to submit a copy of the exemption confirmation letter to HKIAAT.)
2. Students are reminded that it is entirely their own responsibility to ensure their eligibility to sit the **August 2012 PA**. HKIAAT will not be responsible for any irregular entries.
3. Enrolments cannot be withdrawn or postponed once submitted.
4. For details of transitional arrangements under the New Qualification Framework of Accredited Accounting Technician, please refer to our website www.hkiaat.org.

B. PA Timetable

Date	Sunday, 19 August 2012
Time	
9:30 a.m. – 12:30 p.m.	PA Workshop
2:30 p.m. – 4:00 p.m.	PA Examination

C. Enrolment Regulations

1. Students must attend both the workshop and examination offered in the same PA session and have an overall pass result before they can graduate.
2. PA results will be retained in our records with no time limit.
3. No exemption will be granted for PA.
4. Students re-sitting PA that they have previously passed should note that the most current result prevails.
5. PA Result Report will be issued to students after the results are available.

D. Time-limit

The eight papers of the AAT Examination together with the PA must be completed within 10 years from the date of first registration as an AAT student. Students who registered on or before 15 July 2008 will have their time limit start afresh from 1 June 2009.

E. Venue of PA Workshop and Examination

The information on PA centre and address will be provided in the Enrolment Confirmation Slip.

F. Completion of the Enrolment Form

1. Ensure your student number, name and contact phone number on the Enrolment Form are correct. Inform HKIAAT immediately for any changes of your personal and contact details upon submission of the Enrolment Form.
2. Indicate the choice of enrolment or package (enrolment and purchase of Candidate Learning Pack) with a “✓” in the appropriate box. You should tick one box only.
3. The Candidate Learning Pack (CLP) is an essential learning material for candidates to attend the Workshop and attempt the Examination. Candidates should work through all exercise questions in the CLP prior to attending the workshop as candidates are expected to participate in the discussion of the answers from which assessment will be made.
4. Applicants opting for Package shall collect the CLP by themselves from HKIAAT. They are required to present the Enrolment Confirmation Slip and HKIAAT Student Card when collecting the CLP.
5. Confirm your agreement in observing the confidentiality undertaking by putting a “✓” in the box.
6. Complete, sign and return the form to HKIAAT as soon as possible to expedite administrative process of your application, in any event before the closing date. Applications received after the closing date will not be entertained.

G. Payment of Fee

1.

Nature of fees	Amount
Enrolment (workshop and examination)	HK\$1,100
Package (enrolment of workshop and examination, and purchase of Candidate Learning Pack 2012 Version)	HK\$1,280

2. Fees must be paid in Hong Kong currency by cashier order/crossed cheque made payable to “Hong Kong Institute of Accredited Accounting Technicians Limited” with your name and student number written on the back.
3. Students are reminded that acceptance of fees by HKIAAT should not be considered as confirmation of enrolment.
4. A completed Enrolment Form must be submitted with payment.
5. Fees paid are non-transferrable and non-refundable.
6. Postdated cheques are not acceptable and may lead to rejection of entry.
7. A surcharge of HK\$110 is levied on every dishonoured cheque or postdated cheques.

H. Submission of Form and Fees

1. The Enrolment Form together with the appropriate fee should be returned to HKIAAT on or before 15 June 2012. A mailing label provided on this page may be used for your convenience.
2. Students are reminded that it is their responsibility to observe the closing date and to ensure that all form and fees are received by HKIAAT before the closing date.

I. Confirmation of Enrolment

All students successfully entered the August 2012 PA will receive an Enrolment Confirmation Slip (together with receipt of fees) and a set of notes to candidates, examination regulations and instructions from HKIAAT approximately one month prior to the PA Workshop and Examination date. The Enrolment Confirmation Slip will show the timetable and PA centre’s address. Students should ensure to keep the Enrolment Confirmation Slip under their safe custody.

Please contact HKIAAT in good time if you have not received the documents by then.

J. Enquiry

For general information, please visit HKIAAT’s web-site at www.hkiaat.org. Should you have any enquiries, please contact HKIAAT by telephone at 2823 0600, fax to 2823 0606 or e-mail to hkiaat@hkiaat.org.

Mailing label for use

