



International College of Commerce

Balistraat 27-A  
1094 JB Amsterdam, The Netherlands  
Tel/Fax +31 (0)20 6654163  
[www.icc-edu.nl](http://www.icc-edu.nl)

# ACA-Enrolment Form

Office use only

## BLOCK CAPITALS ONLY

Surname Mr / Ms / Mrs / Miss

First name

Address

Postal code City

Country Date of Birth

Telephone: Home Office/Mobile

E-mail address ACA -ID

**Details of Sponsor/Employer** *(Please attach a Copy of your Training Contract)*

Employer Contact person

Address Postal code

City Country

Telephone E-mail address

Tick the appropriate boxes

**ACA-Professional Stage knowledge modules**

- Business & Finance
- Management Information
- Law
- Accounting
- Assurance
- Principles of Taxation

**ACA-Advance Stage**

- Business Reporting
- Business Change
- Case Study

**ICC- Study Modes**

- Full Time
- Part Time / Weekend
- Weekend Revision
- Distance Learning-Mix
- Sandwich

**ACA-Professional Stage Application modules**

- Strategy
- Financial management
- Financial Accounting
- Financial reporting
- Audit & Assurance
- Taxation

**IFRS**

- International financial Reporting Standards

By signing the enrolment form you confirm that you have read and agreed to ICC terms and conditions as below

Place Date

Name Signature

**Note: Non-Refundable Fee of €300 must accompany this enrolment form**

**BANK DETAILS:** ING Bank  
Account no. **95.119.14**  
International College of Commerce Amsterdam  
IBAN: NL39INGB 0009 5119 14  
BIC: INGBNL2A



#### GENERAL

The International College of Commerce (ICC) is registered by the Chamber of Commerce in Amsterdam The Netherlands No. 34256194 as a Foundation. ICC is a provider of Professional studies in Accountancy, Business Management and Marketing Courses (here in after referred to as 'the Courses') to students over 18 years old. By enrolling for a regular course, students agree to be legally bound by these present terms and conditions, and as modified from time to time.

#### PRIVACY

ICC does not collect individual user details, unless a user voluntarily submits such information. ICC does not share that information with outside sources, and is committed to keeping such information confidential.

#### ADMISSION & COURSES

It is the student's responsibility to register with the relevant professional body, where applicable, or enter for any examinations held externally. Unless otherwise stated, fees for courses quoted are for tuition only. Other fees are not included, i.e. registration fees with professional bodies and /or exam boards, examinations fees, books, manuals and so on. If the application form is signed on behalf of the student by his/her sponsor/guardian/representative, these conditions will still apply. All declarations made on admission are accepted in good faith. Any false declaration about qualification or age, or any failure to produce documentary evidence of entry qualifications, may result in the expulsion of the student from the course to which he/she has been admitted. In such cases, the student will not be entitled to any refund. ICC reserves the right to cancel courses, amalgamate classes, change programmes at short notice, should the need arise due to lack of demand.

#### FEES POLICY

Source of Funds Course fees are paid from the following sources:

- An employer or other recognised sponsor.
- Student or his/her family.

Students who are unable to produce acceptable evidence of support from their sponsor will be liable for the payment of their fees.

#### Deposited Fees

A non-refundable deposited fee must accompany an application for admission. This fee is not refundable under any circumstances unless the application has not been accepted or if the course in which a student has enrolled will not be run.

A deposit for all regular ICC Courses is EUR 300.00, which is a part payment. A Receipt of Deposit Payment is regarded as an acceptance of the Terms & Conditions of ICC.

#### Payment of Fees

All students must enrol at the start of their course, and each subsequent year. At that time they must either provide an acceptable written guarantee from an official sponsor accepting responsibility for all fees due or make full payment of their fees and any registration fees for the academic year concerned or elect to pay by instalments. ICC will only accept student enrolment upon receipt of the relevant payments or sponsor authorisation.

#### Sponsored Students

ICC reserves the right to accept the sponsor's guarantee. In case where the guarantee is not acceptable, it is the student's responsibility to pay his/her fees at or before enrolment.

#### Payment by Students

Students who are financing themselves may pay their tuition fees in a single payment at the time of enrolment or by instalments.

#### Single Payment

This should be paid four weeks before the start date by Bank Transfer or Cash. If the whole fees are not paid after 30 days of start date or other notified date, the student would incur a supplementary charge of EUR 75, 00.

#### Payment by Instalments

Students who are on a course lasting more than three months and are self-financing may pay by monthly instalments. The minimum deposit is 25% of the course fee. This is due a minimum of four weeks before the start date of the course. A supplementary charge of 5% will be added to the tuition fees in case of payment by instalments.

The remaining fees will be divided equally into a maximum of four payments. Students paying by instalments must make a payment every month on the specified date. The final instalment must be paid no later than the last month of the course. The Facility to pay by instalments will be withdrawn from students who fail to meet instalment deadlines. Students who have tuition fees outstanding after the course completion will not be allowed to sit any formal examinations until the fees have been paid in full.

#### Late Payments

A penalty charge of EUR 25,00 will be applied in all instances where payment has not been received by ICC by the required date and each time a reminder letter is sent. ICC does not accept any reason for delay in payment. Any transaction rejected by the bank will be classified as late payment and charges applied accordingly.

#### Additional Fees

In case that ICC has to make additional costs to collect the fees from the student, the additional costs will be added to the outstanding fees of the student.

#### Refunds

No refund will be made if:

- they have attended any part of the course and thereafter withdraw from the course.

In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:

- Advise the Registrar in writing of withdrawal from the course;
- 3 month prior to course commencement: up to 90% of the fee paid will be refunded;
- 2 month prior to course commencement: up to 50% of the fee paid will be refunded;
- Under two month of the course commencement date or after the course has commenced, there will normally be no refund of fees.

Any fees refunded in such a situation is at the sole discretion of ICC, whose discretion will be final.

Refunds will be made to the person or organisation that initially made the payment on receipt of all original documents.

#### Full refund

Full refund of tuition fees will be made if ICC is unable to offer advertised course due to insufficient student enrolment or any other reason.

Course Deferment If a student wishes to defer to the next term there will be a EUR 100,00 deferment charge added to the tuition fees.

#### Non-refundable

Deposited fees and deferment charges are non-refundable.

#### ATTENDANCE

Students are expected to attend classes regularly. ICC reserve the right to terminate a student's course of study if attendance is insufficient.

ICC reserve the right to forfeit the tuition fees of students, if they are late, absent or leave before the end of their period of study for any other reason.

#### INDEMNITY

Each party will indemnify the other in respect of any costs, claims, demands, losses or liabilities (including reasonable legal Fees) incurred by the indemnified party as a result of or arising in any way from a claim by a third party which results from any breach of the provisions contained in these Terms and Conditions.

#### DISCLAIMER

ICC shall not be liable to any student for any indirect or consequential loss, including loss of data, profit or business however caused.

ICC's aggregate liability to any student, caused by breach of contract, negligence or otherwise (except in relation to death or personal serious injury), shall not in any event exceed either EUR 1,000.00 or the amount that has been paid by the student, whichever is the lower.

Neither party shall be liable to the other for any failure or delay in the performance of its obligations under these terms and conditions caused by circumstances beyond that party's reasonable control.

#### SEVERANCE

If any provision of these terms and conditions is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be enforced to the maximum extent permissible so as to affect the intent of these terms and conditions, and the remainder of the terms and conditions shall continue in full force and effect.

#### LAW & JURISDICTION

These terms and conditions shall be governed by the laws of the Netherlands and the student agrees to abide to the jurisdiction of the Dutch Courts.

The Terms and Conditions are reviewed by ICC from time to time. There is no guarantee that the conditions for payment or refund of fees will remain the same from year to year.

All students must comply with the current Terms and Conditions. ICC reserves the right to change or amend the Terms and Conditions from time to time without prior notice.

If you do not understand any part of the Terms & Conditions please contact the College for assistance