



Lifetime Pass Assurance

Programme rules

1. Definitions

"BPP" - means the company BPP Professional Education Sp. z o.o. registered at the following address ul. Chałubińskiego 8 00-613 Warsaw, NIP: 525 21 38 841.

"Training" - means a full-time or e-learning course preparing for the ACCA, CGMA or CFA exams.

"Student" - means a participant in the Training, the person for whose benefit the training service is provided.

"BPP website" - means the www.bpp.pl website.

"Offer" - means the detailed offer of dates and prices for the Training in the PDF version posted on the BPP Website and/or emailed to the Student.

"Type of Training" - means the type of Training offered by BPP: classroom-based, Online Classroom Live (OCR Live), Online Classroom (OCR), mixed MIX and others as described on BPP's website or in the Offer.

"ACCA exams on demand" - means the following ACCA exams: BT, MA, FA, LW.

"ACCA exams taken in session" - means the following ACCA exams: PM, TX, FR, AA, FM, SBL, SBR, AFM, APM, ATX, AAA.

"CGMA OT exams" - means the following CGMA exams: BA1, BA2, BA3, BA4, E1, F1, P1, E2, F2, P2, E3, F3, P3.

"CGMA Case Study exams" - means the following CGMA exams: Operational Level Case Study, Management Level Case Study, Gateway Practice Exam, Strategic Level Case Study

2. Lifetime Pass Assurance programme rules

2.1 The Lifetime Pass Assurance Programme means the opportunity to participate again, free of charge, in the ACCA, CGMA or CFA Exam Preparation Training in the event of failure in the exam for which the Student was prepared by BPP.

2.2 Failing an exam is understood to mean taking an ACCA, CGMA or CFA exam and failing it. Failure to attend an exam does not entitle you to benefit from the Lifetime Pass Assurance programme.

2.3 In order to benefit from the programme, it is necessary to fulfil all the conditions set out in these rules.

2.4 The conditions for taking advantage of the programme depend on the type of exam being taken and the Type of Training.

2.4.1 ACCA exam preparation training.

2.4.1.1 Classroom training:

- 2.4.1.1.1 purchase of a full ACCA classroom training course at BPP in accordance with the BPP's Terms and Conditions and Privacy Policy;
- 2.4.1.1.2 attendance at the full Taught and Revision training confirmed by signatures on the attendance sheets;
- 2.4.1.1.3 writing the Mock test at the BPP office;
- 2.4.1.1.4 achieving a score of at least 50% on the mock exam at the BPP office.

2.4.1.2 Mixed MIX training:

- 2.4.1.2.1 purchase of the full MIX ACCA blended training course at BPP in accordance with BPP's Terms and Conditions and Privacy Policy;
- 2.4.1.2.2 attendance at the Taught or Revision classroom training course confirmed by signatures on the attendance sheets;
- 2.4.1.2.3 in the case of a Mock exam purchased as part of the Revision classroom training, writing it at the BPP office;
- 2.4.1.2.4 in the case of a Mock exam purchased as Online Classroom Live, writing it under exam conditions at home and sending it to the BPP for checking;
- 2.4.1.2.5 achieving a score of at least 50% on the mock exam.

2.4.1.3 Online Classroom Live and Online Classroom training:

- 2.4.1.3.1 Purchase the full Online Classroom Live or Online Classroom ACCA training from BPP in accordance with BPP's Terms and Conditions and Privacy Policy;
- 2.4.1.3.2 in the case of Training for ACCA Exams on request:
 - 2.4.1.3.2.1 achieving a minimum score of 50% on the tests at each Achievement Ladder stage, on the e-learning platform (multiple attempts possible);
 - 2.4.1.3.2.2 taking the exam no later than 3 weeks after the end of the Training (calculated from the date of passing the last Achievement Ladder test);
- 2.4.1.3.3 in the case of Training for ACCA Examss taken in sessions:
 - 2.4.1.3.3.1 Passing the Step 1 test of the Achievement Ladder with at least 75% score;
 - 2.4.1.3.3.2 Passing the Step 4 and Step 6 Achievement Ladder tests with a minimum of 30% score, within the deadlines;
 - 2.4.1.3.3.3 to take the Exam in the exam session for which the Training prepares.

2.4.2 CGMA exam preparation training.

2.4.2.1 Online Classroom Live and Online Classroom training:

- 2.4.2.1.1 purchase Online Classroom Live or Online Classroom CGMA Training from BPP in accordance with BPP's General Terms and Conditions and Privacy Policy;
- 2.4.2.1.2 for Training preparing towards CGMA OT exams:
 - 2.4.2.1.2.1 achieving a minimum score of 70% on the tests at each stage of the Achievement Ladder on the BPP e-learning platform;
 - 2.4.2.1.2.2 taking the exam no later than 3 weeks after the end of the Training (calculated from the date of passing the last Achievement Ladder test);
- 2.4.2.1.3 in the case of CGMA Case Study exam preparation Training:
 - 2.4.2.1.3.1 submitting on time and achieving a minimum score of 40% on the Step 1 and 5 Achievement Ladder tests on the BPP e-learning platform,
 - 2.4.2.1.3.2 to take the Exam in the exam session for which the Training prepares.

2.4.3 CFA exam preparation training.

2.4.3.1 Online Classroom Live and Online Classroom training:

- 2.4.3.1.1 Purchase the full Online Classroom Live or Online Classroom CFA training from BPP in accordance with BPP's Terms and Conditions and Privacy Policy;
- 2.4.3.1.2 passing all Achievement Ladder tests and pre-revision mock exams by the suggested deadlines;
- 2.4.3.1.3 passing the Step 3 and Step 6 tests of the Achievement Ladder with at least 70% score;
- 2.4.3.1.4 taking the exam in the exam session for which the Training prepares.

2.5 The Lifetime Pass Assurance programme does not include printed course materials, nor will BPP pay an exam fee on behalf of the Student to retake the examination.

3. Rules for applying for participation in the Lifetime Pass Assurance BPP programme

- 3.1. Following failure in ACCA Exams taken in session, CGMA Case Study Exams or CFA Exams, the Student sends an application for Training to BPP in accordance with BPP's Terms and Conditions and Privacy Policy indicating that the application is under Lifetime Pass Assurance no later than the Training in preparation for the next available exam session.
- 3.2. Following failure in the ACCA On-Demand Exams or CGMA OT Exams, the Student sends an application for Training to BPP in accordance with BPP's Terms and Conditions and Privacy Policy indicating that the application is under the Lifetime Pass Assurance programme and commences the Training no later than 3 months after taking the exam.
- 3.3. BPP will review the application to ensure that the Student meets the terms and conditions of these Lifetime Pass Assurance Rules.

- 3.4. If the Student has fulfilled all the necessary prerequisites the BPP registers him/her for the selected Type of training free of charge.
- 3.5. As part of the Lifetime Pass Assurance programme, the Student chooses the Training according to the following rule. If the Student has attended classroom or MIX Training, the Student may take part in any of the Training Types available on the Offer. If the Student has attended Online Classroom Live training the Student may take Online Classroom Live or Online Classroom training. If the Student has attended Online Classroom training they can only use the Training of the same Type.
- 3.6. If any of the terms and conditions of these Lifetime Pass Assurance Rules are not met, BPP will inform the Student that the Lifetime Pass Assurance programme is not available.
- 3.7. If the Lifetime Pass Assurance is not available, the Student is entitled to take the Training for a fee, in accordance with the BPP Offer and promotions.
- 3.8. If a student takes the Lifetime Pass Assurance Training Course and fails again at the exam, the student is only entitled to resubmit the application for the Training if he/she has fulfilled the conditions in paragraph 2.4 again.
- 3.9. BPP reserves the right to withdraw the Lifetime Pass Assurance programme at any time during its validity without giving any reason. Students who have purchased training while the programme is in force will be able to take advantage of the programme regardless of its withdrawal.
- 3.10. The Student does not have the right to transfer the free Training received under the programme to a third party.
- 3.11. BPP will not, under any circumstances, refund the Student's course fee or pay any other financial compensation in the event that BPP is unable to offer the Student to attend the course free of charge.
- 3.12. The rules shall enter into force on the date of publication.

[Update date: 3 October 2023].