



BPP administration service at ACCA

Terms of service

1. Scope of administration service

- 1.1. Registration with the ACCA Association.
- 1.2. Verification of registration documents.
- 1.3. Monitor the process of granting exemptions.
- 1.4. Registration for exams.
- 1.5. Making payments on account of:
 - 1.5.1. registration fee;
 - 1.5.2. exemption fees;
 - 1.5.3. annual membership fees;
 - 1.5.4. exam fees;
 - 1.5.5. other ACCA fees.
- 1.6. Issue VAT invoices for the above fees.
- 1.7. Ongoing communication with ACCA.
- 1.8. Educational consultancy.

Depending on the Client's status in the Association (Student/Member), individual agreements and preferences, the above scope of services may be modified at the written request of the Client.

2. Conditions for starting the administration service

- 2.1. **ACCA registrants (that have not been ACCA students as of yet).**
 - 2.1.1. The client should provide electronically, by post or in person the registration documents required by ACCA, according to the current list available at www.bpp.pl and complete the electronic BPP administration activation form.
 - 2.1.2. BPP, upon receipt of the administration activation form, will, on the basis of the data contained therein, prepare a proforma invoice concerning:

- 2.1.2.1. administration services, according to the current price list at www.bpp.pl.
- 2.1.2.2. ACCA registration fee, according to the current price list at <http://www.accaglobal.com>.
- 2.1.3. The administration service takes effect as soon as the aforementioned administration fee has been paid to BPP (section 2.1.2.1.).
- 2.1.4. Within 7 working days of receipt of payment, BPP will credit the payment and issue a VAT invoice.
- 2.1.5. BPP will commence the registration process with ACCA once the aforementioned ACCA registration fee has been credited (section 2.1.2.2.).

2.2. Individuals already registered with ACCA.

- 2.2.1. The Client should confirm in writing that he/she wishes to use the administration service for a given training session (by e-mail) or place an order for this service via the electronic form at www.bpp.pl.
- 2.2.2. The client should provide BPP with the login details for the myACCA account - ACCA ID and password.
- 2.2.3. Upon receipt of an order form or e-mail with VAT invoice details, BPP will prepare a proforma invoice for the administration service, according to the current price list.
- 2.2.4. The administration service takes effect as soon as the payment for the administration service has been made.
- 2.2.5. Within 7 working days of receipt of payment, BPP will credit the payment and issue a VAT invoice.

3. Duration of the administration service

- 3.1. The service starts when it is paid for by the Client.
- 3.2. The administration service is in principle **a semester** service, i.e. it is provided for 1 semester, regardless of when the service is purchased.
- 3.3. Division of the year into semesters:
 - 3.3.1. Spring semester: 1 January to 30 June;
 - 3.3.2. Autumn semester: 1 July - 31 December.
- 3.4. The administration service automatically expires on 31 July of the respective year and 31 January of the respective year.

4. Continuation of the administration service

- 4.1. Before the end of the respective semester, BPP sends to the client using the administration service a written enquiry (by e-mail) regarding the client's wish to continue the administration service in the following semester.

- 4.2. The Client is obliged to make a decision within the timeframe specified in the correspondence:
- 4.2.1. may confirm the continuation of the administration service in the following semester or
- 4.2.2. may resign from the administration service as of the end of the respective semester.
- 4.3. Each of these decisions is required to be in **writing**.
- 4.4. If the continuation of the administration service is confirmed, BPP will issue a proforma invoice according to the applicable price list. The continuation administration service is resumed once the payment for the service has been credited.
- 4.5. In the event of cancellation of the administration service, BPP will provide the Client with written confirmation of the removal from the list of administered persons.
From this point onwards, the Client is obliged to administer the Association on his/her own.
- 4.6. In the absence of information from the Client by respectively **1 February of the** respective **year/1 August of the year in question**, BPP considers that the Client is not renewing the administration service. In such a situation, BPP shall provide the Client with written confirmation of the removal from the list of administered persons.
From this point onwards, the Client is obliged to administer the Association on his/her own.

5. Cancellation of the administration service during the semester

- 5.1. The administration service can be cancelled at any time during its duration.
- 5.2. Information about cancellation of the BPP service during the semester must be communicated to BPP in writing.
- 5.3. BPP will not refund the fee or any part thereof for the administration service in the event of cancellation during the semester.
- 5.4. Upon receipt of written information about the cancellation of the administration service during the semester, the BPP will forward written confirmation of the removal from the administration list to the Client.
From this point onwards, the Client is obliged to administer the Association on his/her own.

6. Responsibilities of the student using the administration service

- 6.1. The BPP provides information related to the administration service electronically. If correspondence includes a deadline for the provision of information/deadline for payment - the client is obliged to comply with the deadline set.
- 6.2. The client using the administration service is obliged to provide BPP with **relevant information in a timely manner, in accordance with BPP guidelines**, to provide BPP with relevant information related to the status in the Association, in particular:
- 6.2.1. decisions related to exemptions;
- 6.2.2. decisions regarding the choice of exams;
- 6.2.3. confirmation of willingness to pay annual membership fees;
- 6.2.4. updating of correspondence data, invoicing data, personal data;
- 6.2.5. acceptance of proforma invoices;
- 6.2.6. timely payments.

- 6.3. The client covered by the administration service undertakes to send timely declarations in accordance with the BPP guidelines:
- 6.3.1. registration for exams (choice of exams or information on withdrawal from a given exam session);
 - 6.3.2. willingness or unwillingness to pay the ACCA annual membership fee for the year in question;
 - 6.3.3. cancellation of the administration service if this occurs during the semester;
 - 6.3.4. other declarations required on a case-by-case basis and necessary for the proper execution of the service.
- 6.4. Any declaration is required in **writing**.

7. Payments made under the administration service at ACCA - standard schedule

- 7.1. As part of the administration service, BPP charges:
- 7.1.1. for the BPP administration service (BPP's fee);
 - 7.1.2. re-invoices - BPP pays payments to ACCA on behalf of the client.
- 7.2. All invoices to the Client are issued to the details provided by the Client on the ACCA administration activation form. The Client is obliged to update the invoice data, if they change, during the course of the administration service. Notification of a change in invoice details is required in **writing**.
- 7.3. All fees within the administration service are calculated according to the current BPP's price list for the respective training session, published on www.bpp.pl.
- 7.4. **Service charge for administration to BPP**
- 7.4.1. The fee is charged upon receipt of a completed administration form/written confirmation of the desire to use the service.
 - 7.4.2. BPP prepares a proforma invoice and sends it electronically to the client.
 - 7.4.3. The Client must accept and pay the proforma invoice within 14 days of its issue.
 - 7.4.4. Payment of the aforementioned invoice is a condition for activation of the administration service.
 - 7.4.5. In the absence of a recorded payment, BPP shall inform the Client by email of this fact. If payment is not made within 14 days of its issuance, BPP shall not undertake the Client's registration with ACCA.
 - 7.4.6. At the written request of the Client, the deadline for payment of the aforementioned proforma may be extended, whereby BPP will only commence the process of registration with ACCA after the posting of the aforementioned payment.
- 7.5. **Recharge - ACCA registration fee**
- 7.5.1. The fee is charged by BPP upon receipt of the completed ACCA administration activation form.
 - 7.5.2. BPP prepares a proforma invoice and sends it electronically to the client.
 - 7.5.3. The Client is obliged to accept and pay the proforma invoice within 14 days of its issue.

- 7.5.4. Payment of the aforementioned fee is a condition for the start of the registration process.
- 7.5.5. In the absence of a recorded payment, BPP shall inform the Client electronically of this fact. In case of non-payment within 14 days from the date of the proforma invoice, BPP shall not undertake the Client's registration with ACCA.
- 7.5.6. At the written request of the Client, the deadline for payment of the aforementioned proforma may be extended, whereby BPP will only commence the process of registration with ACCA after the posting of the aforementioned payment.

7.6. Recharge - ACCA exemption fee

- 7.6.1. Once BPP has received information from ACCA on the exemptions granted, it sends this information electronically to the Client with a request to accept or waive the exemptions.
- 7.6.2. The fee for exemptions is charged by BPP upon receipt of information from the Client on the acceptance of exemptions.
- 7.6.3. BPP prepares a proforma invoice and sends it electronically to the Client.
- 7.6.4. The Client is obliged to accept and pay the proforma invoice within 14 days of its issue.
- 7.6.5. Payment of the aforementioned fee to BPP by the Client is a condition of BPP paying the exemptions directly to ACCA.
- 7.6.6. If there is no recorded payment from the Client, BPP shall inform the Client electronically of this fact. In the event of non-payment within 14 days from the date of issue of the proforma invoice, BPP shall not undertake payment of the releases.
- 7.6.7. At the written request of the Client, the deadline for payment of the aforementioned proforma may be extended, whereby BPP will only pay the exemptions to ACCA once the aforementioned payment has been credited.

7.7. Recharge - ACCA annual membership fee

- 7.7.1. ACCA's annual membership fee applies to the calendar year and is valid 1 January to 31 December.
- 7.7.2. ACCA calculates the annual membership fee at the beginning of December of the preceding year. This fee applies to the following calendar year (e.g. the annual fee for 2014 will be charged by ACCA at the beginning of December 2013).
- 7.7.3. ACCA requires the annual fee of BPP students to be paid by 15 December of the year preceding the year to which the annual fee relates. Failure to do so may result in the Client being struck off the ACCA Student list.
- 7.7.4. At the end of November each year, the BPP sends by email a request for to confirm your willingness to pay the annual fee as part of the administration service.
- 7.7.5. Upon receipt of the written confirmation, BPP issues a proforma invoice for the annual fee and sends it electronically to the Client.
- 7.7.6. The Client is obliged to accept and pay the proforma invoice within 7 days of its issue.
- 7.7.7. Payment of the above fee to BPP by the Client is a condition of payment of the annual fee by BPP directly to ACCA.
- 7.7.8. In the absence of a recorded payment by the Client, BPP shall inform the Client electronically of this fact. In the event of non-payment within 7 days of the proforma invoice, BPP shall not undertake payment of the annual fee.

7.7.9. Upon written request by the Client, the due date for payment of the aforementioned proforma may be extended, whereby BPP will only pay the annual fee to ACCA once the aforementioned payment has been credited.

7.8. Recharge - fee for ACCA written exam(s)

7.8.1. BPP, based on the ACCA exam enrolment schedule, sends an enrolment declaration form for the exams in a given session to the Client who has purchased the administration service well in advance.

7.8.2. Declarations of enrolment for written exams at ACCA are accepted only in the form of a form. It is not possible to accept enrolment declarations by telephone or email.

7.8.3. The submission of the form is binding and, on the basis of this form, the BPP initiates the enrolment procedure for the ACCA exams.

7.8.4. The Client is obliged to return the form within the deadline.

7.8.5. On the basis of the examination enrolment declaration form, BPP prepares a proforma invoice and sends it electronically to the Client.

7.8.6. The Client must accept and pay the proforma invoice within 14 days of its issue.

7.8.7. Payment of the above fee to the BPP is a condition of the BPP paying for the exams directly to ACCA.

7.8.8. If there is no recorded payment from the Client, BPP shall inform the Client electronically of this fact. In case of non-payment within 14 days from the date of the proforma invoice, BPP does not undertake to pay for the exams.

7.8.9. At the written request of the Client, the deadline for payment of the aforementioned proforma may be extended, whereby BPP will only pay for the exams at ACCA once the aforementioned payment has been credited.

7.9. Recharge - other ACCA Association fees (e.g. Administrative Review, re-registration)

7.9.1. Fees for other ACCA services (e.g. Administrative Review service, re-registration) are charged by BPP only on the basis of individual arrangements with the Client and at the Client's express request, following written confirmation from the Client.

7.9.2. On the basis of the written confirmation, BPP prepares a proforma invoice and sends it electronically to the Client.

7.9.3. The Client must accept and pay the proforma invoice within 14 days of its issue.

7.9.4. The aforementioned fees are only processed by the BPP at ACCA once payment has been made by the Client.

8. Access to myACCA account

8.1. As part of the administration service, BPP has access to the Client's myACCA account. When using the administration service, the access password must be communicated to the BPP, in order to ensure the correct implementation of the administration service.

8.2. Upon completion of the administration service, the Client is obliged to update his/her address and email address on his/her myACCA account and to change the password for his/her myACCA account.

9. Data protection

- 9.1. BPP Professional Education Sp. z o.o. is the administrator of the Client's personal data during the use of the administration service. BPP Professional Education Sp. z o.o. ensures the protection of personal data in accordance with the Personal Data Protection Act (Dz. U. 133, item 3883 of 1997 as amended).
- 9.2. The personal data collected by BPP Professional Education Sp. z o.o. is used for the fulfilment of obligations towards the Client, and is therefore collected for the sole purpose of providing the administration service.

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