

Last updated: January 2017



REGISTRATION

1. What is the deadline date for registration with ACCA?

Registration can be done at any time during the year. Registration can be done at ICATT's office, at the ACCA local office, at your Tuition Provider or online at <http://www.accaglobal.com/uk/en/qualifications/glance/acca/dates.html>.

If you wish to sit exams you must be registered **twenty (20)** working days before the ACCA examination deadline.

No March or September exams for FIA.

FIA Examination Deadline Dates for Paper Based Exams				
	FA1 & MA1	FA2 & FA2	FAB; FMA; FFA	FTX; FAU; FFM
June	Early-15 th Feb; Standard-2 nd May; Late-9 th May			
December	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov

No March or September exams for Level 1 ACCA

ACCA Examination Deadline Dates for Paper Based Exams			
	Knowledge F1-F3	Skills F4-F8	Professional P1-P7
March	n/a	Early-9 th Nov; Standard-1 st Feb; Late-8 th Feb	Early-9 th Nov; Standard-1 st Feb; Late-8 th Feb
June	Early-15 th Feb; Standard-2 nd May; Late-9 th May	Early-15 th Feb; Standard-2 nd May; Late-9 th May	Early-15 th Feb; Standard-2 nd May; Late-9 th May
September	n/a	Early-16 th May; Standard-1 st Aug; Late-8 th Aug	Early-16 th May; Standard-1 st Aug; Late-8 th Aug
December	Early-15 th Aug; Standard-31 st Late-7 th Nov	Early-15 th Aug; Standard-31 st Late-7 th Nov	Early-15 th Aug; Standard-31 st Oct; Late-7 th Nov

2. What is the ACCA/ICATT Joint Scheme?

To achieve this global support, ACCA works in partnership with ICATT based on a Joint Examination Scheme (JES) Agreement. This partnership provides access to ACCA's internationally accepted scheme of exams. Under

this agreement ICATT is authorized to provide administrative support to ACCA students resident in Trinidad and Tobago. Local accountancy students **must** register with both bodies and are thereby able to satisfy the exam criteria for membership of both bodies simultaneously.



3. What is the ACCA Qualification?

The ACCA Professional Qualification is recommended for persons who have attained three O/level and two A/ Level passes, grades A-E or 6 Cape Units grades 1-4 or any other diploma or degrees in the relevant field. For more information, see

<http://www.accaglobal.com/gb/en/student/getting-started/acca-qualification-structure.html>

4. What is the Foundation-level Qualification in Accountancy (FIA)?

The FIA consists of a suite of awards, including certificates, diplomas and the revised CAT qualification. It also provides opportunities for persons without an accounting background to pursue accounting. Please visit the below website for more information: <http://www.accaglobal.com/gb/en/student/getting-started/fia-qualification-structure.html>.

5. What are the fees to register with both ACCA & ICATT?

As part of the Joint Examination Scheme agreement with ACCA students must pay fees to both bodies. This partnership provides access to ACCA's internationally accepted scheme of exams. Under this agreement ICATT is authorized to provide administrative support to ACCA students resident in Trinidad and Tobago. Local accountancy students **must** register with both bodies and are thereby able to satisfy the exam criteria for membership of both bodies simultaneously.

ICATT registration fees are as follows:

- ACCA Professional - TT\$247.50
- FIA Students - TT\$185.63

ACCA registration fees are as follow:

- ACCA & FIA fees are - £79.00

6. Can someone register for a programme on my behalf?

Yes, someone can register on your behalf once they have the relevant requirements listed below:

- Completed registration form
- Copy of ID of registrant
- One passport sized photograph
- Bank draft payable to ACCA
- ICATT fees (Please note ICATT does not accept cash)
- Copies of all academic certificates
- Copy of marriage certificate

7. How soon after my Initial Registration or Re-Registration with ACCA do I receive correspondence?

It takes approximately twenty working days to receive correspondence from ACCA confirming your registration into the programme. If for some reason, you are not accepted you will receive correspondence via email from ACCA stating the reasons and the requirements to complete your registration.

8. How do I find an Approved Learning Partner (Tuition Provider)?

Visit ICATT's website at <http://icatt.org/system/accounting-schools/> OR ACCA's website <http://www.accaglobal.com/gb/en/employer/getting-started/search-tuition.html> for a list of Approved Learning Partners.

9. Do I have to pay for a transfer from FIA to ACCA?

Yes, you will have to pay the relevant registration fees along with any outstanding fees on your account at the time.

10. How do I request an exemption(s)?

ACCA offers exemptions to students who have studied relevant accountancy qualifications prior to starting ACCA's accountancy qualifications. This means that you may not have to take all of the exams in the ACCA Qualification or at the foundation level and you can start your studies at the right level. ACCA is the only body authorized to assess exemptions for the programme. Interested persons can email scanned copies of all their academic qualifications (certificate of completion and or transcripts) to ICATT's Customer Service Department at service@icatt.org for review by ACCA. This takes approximately 4-5 working days. You can also visit ACCA's website at <http://www.accaglobal.com/gb/en/qualifications/apply-now/exemptions.html>.

11. How do I replace my ACCA ID if lost?

ACCA no longer issues Student Registration ID Cards. However, to enter the exam room, you must have your exam docket and photo ID (National ID card, Passport or Drivers Permit)

12. How long does a payment take to be processed to a student's account?

Online payments through ACCA's website should appear immediately on your account. Payments posted through ICATT will appear after twelve (12) working days of making the payment. Please note that payments are posted by ICATT every Thursday. It is important that you inform us (ACCA/ICATT) immediately if there has been a problem with your payment. Kindly contact ACCA Connect by phone 1-868-662-4777 or ICATT at 1-868-6238000 or email students@accaglobal.com / service@icatt.org.

<http://www.accaglobal.com/gb/en/member/members-admin/subscriptions.html>.

13. Can I make payments for ACCA through ICATT's office?

Yes. Payments to ACCA can be made via bank draft.

14. If I wish to discontinue the ACCA/FIA program, what is the procedure?

If you wish to resign from the ACCA's student register, you must send an email to both ACCA at students@accaglobal.com and ICATT at service@icatt.org informing us of your request. Details to be included are your name, registration number and reason for resignation. If you wish to resume study, any outstanding fees must be paid.

15. If I am migrating and wish to continue my ACCA studies in the country where I will reside, what are the requirements?

You are required to send written correspondence to ACCA and ICATT informing us of your migration, details to be provided include your name, registration number and new contact details (address and telephone). To verify if the country you are migrating to has a Joint Scheme, please visit <http://www.accaglobal.com/gb/en/footertoolbar/contact-us/jes.html>.



16. Is my ACCA number and ICATT number the same?

Yes. When your application is finalized you will receive a unique seven (7) digit number which will represent your registration ID for both bodies.

SUBSCRIPTION / ANNUAL FEES

17. When is the deadline for annual subscriptions?

ACCA Annual Subscriptions are due on January 1st each year. Unpaid fees will result in your account being inactive on the ACCA and ICATT registers.

18. How often do I pay subscription fees?

Subscriptions are paid once per annum.

ICATT Subscriptions: FIA - TT\$185.63; ACCA - TT\$247.50

ACCA Subscriptions: FIA - £95; ACCA - £95

N.B: ACCA changes their fees Annually.

19. If I registered in December and the subscription fee is due in January will I have to pay?

Upon registration, students are required to pay a **registration fee**. An annual subscription fee will be payable in January of the following year and each year thereafter that you wish to remain an active student.

20. How can I pay my subscriptions?

The fastest and easiest way to make payments to ACCA is online via **myACCA** account or by submitting a bank draft payable to ACCA which can be brought into ICATT's office at the Professional Centre, 11-13 Fitzblackman Drive, Wrightson Road Extension, Port of Spain (opposite the Jean Pierre Complex).

Below are the accepted methods of payment of your local fees to ICATT:

Online:

1. Visit ICATT's website at www.icatt.org and click the 'Pay Online' tab.
2. Select your relevant type of membership (ACCA/FIA)
3. Follow the instructions

Online Banking:

Via First Citizens Bank.

1. Log into FCB Online Banking and Select 'payment services'
2. Under 'payment services' select 'manage payee'
3. Under 'manage payee' click 'to add new payee'
4. Under 'add payee'

- Enter 'The Institute of Chartered Accountants' in the 'Custom Payee Information' field
- Enter 15006099670 in the 'payee's account number' field
- Click 'submit'
- N.B In instances where payments are made by a party other than the ICATT member, please email a copy of the receipt to service@icatt.org along with the student's name and registration number.

Over the Telephone:

Only Credit Card information is accepted over the telephone.

Bank Deposit:

FCB A/C# 015006099670 and FCB USD A/C# 1644741

Ensure that the student's name and registration number is on the bank receipt and emailed to service@icatt.org

ICATT's Office:

ICATT is Cashless. We accept the following forms of payment at the office:

- Linx
- Visa/Mastercard
- Bank Draft/ Cheque (Payable to ICATT)

N.B. Your ACCA fees (in pounds) are payable through ICATT by bank draft only. Please ensure the draft is addressed to ACCA.

21. What happens if I do not pay my subscription to ACCA/ICATT?

Students will be suspended from both ACCA and ICATT, and as such must pay all outstanding fees and an administration fee.

ICATT / ACCA Re-Registration Fees		
ACCA Professional Student	\$495.00	£79 plus outstanding
FIA Student	\$371.25	£79 plus outstanding

22. If I was successful in my December examination and was transferred from FIA to ACCA Professional what subscription fees do I pay?

You will be required to pay the subscription fee for FIA since subscription invoices are raised in November (before your final exam).

EXAMINATION**23. How many papers will a student have to complete under ACCA and FIA to be qualified?**

FIA students have nine (9) papers to complete before gaining their CAT designation, whereas an ACCA Professional Student has fourteen (14) papers. These consist of nine Fundamental papers (3 Knowledge and 6 Skills) as well as five Professional papers (3 Essentials and 2 Optional) before they become qualified. Under the FIA and ACCA Qualification each person

must complete the Professional Ethics Module, which is a self-test exam on ACCA website, www.accaglobal.com.

24. Will I receive any documentation stating that I am qualified to use the designation behind my name?

You can only refer to yourself as a member of ACCA or FIA Certified, and use the designation after your name when you have completed the exams, practical experience required, and the Professional Ethic Module. You can learn more about ACCA's membership on their website at www.accaglobal.com.



25. What are the deadline dates for the ACCA Examinations?

FIA EXAMINATION

No March or September exams for FIA.

FIA Examination Deadline Dates for Paper Based Exams				
	FA1 & MA1	FA2 & FA2	FAB; FMA; FFA	FTX; FAU; FFM
June	Early-15 th Feb; Standard-2 nd May; Late-9 th May			
December	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early -15 th Aug; Standard-31 st Oct; Late-7 th Nov

ACCA EXAMINATION FEES

No March or September exams for Level 1 ACCA

ACCA Examination Deadline Dates for Paper Based Exams			
	Knowledge F1-F3	Skills F4-F8	Professional P1-P7
March	n/a	Early-9 th Nov; Standard-1 st Feb; Late-8 th Feb	Early-9 th Nov; Standard-1 st Feb; Late-8 th Feb
June	Early-15 th Feb; Standard-2 nd May; Late-9 th May	Early-15 th Feb; Standard-2 nd May; Late-9 th May	Early-15 th Feb; Standard-2 nd May; Late-9 th May
September	n/a	Early-16 th May; Standard-1 st Aug; Late-8 th Aug	Early-16 th May; Standard-1 st Aug; Late-8 th Aug
December	Early-15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early-15 th Aug; Standard-31 st Oct; Late-7 th Nov	Early-15 th Aug; Standard-31 st Oct; Late-7 th Nov

26. How can I pay for Examination Fees?

Fees can be paid online at <http://www.accaglobal.com/gb/en/student/exam-entry-and-administration.html> or at ICATT office via bank draft addressed to ACCA (this method is only used for the **standard period**).

27. How long does it take to receive my exam docket?

Exam dockets will be available to download from **myACCA** two weeks after standard exam registration closes.

Please visit: <http://www.accaglobal.com/gb/en/student/exam-entry-and-administration.html>

28. If I do not receive my exam docket, how will I sit my examination?

Once a student has paid all fees and has access to their **myACCA** account the docket will be downloadable. If for any reason you cannot access your **myACCA** account please contact ICATT at service@icatt.org or call 623-8000.

29. Do I need a copy of my docket for after exams?

Yes, for use by GATE. Your docket provides proof of the exam sitting. Government Assistance for Tuition Expenses (GATE) is a programme which provides financial assistance to citizens of Trinidad and Tobago, who are pursuing GATE-approved tertiary level programmes at public and private tertiary level institutions (local and regional).

30. How many times a year are there Computer Based Examinations (CBE)?

You can sit CBEs at any time during the year at any of ACCA's Approved Learning Providers. <http://www.accaglobal.com/uk/en/student/exam-entry-and-administration/computerbased-exams.html>

31. If I am not getting through to make payments on ACCA's website what do I do?

Bank drafts are also accepted for exam payments through ICATT's office.

<http://www.accaglobal.com/uk/en/myacca/payments.html>

32. Can I defer my ACCA Exams?

ACCA cannot defer exams, but if for any reason you cannot sit your exams or were absent you will need to submit documentary evidence to be assessed such as a sick leave certificate. Refunds or credits are not automatic, nor guaranteed. A sick leave certificate must be submitted within 3 working days after the date of the exam.

<http://www.accaglobal.com/gb/en/help/exam-sessions.html>

33. How do I access my results?

Results are either emailed or mailed to you directly from ACCA. You can also log into your **myACCA** account to access this information.

<http://www.accaglobal.com/gb/en/help/exam-sessions.html>

34. What is the deadline for a request for an examination review?

Exam Period	Administrative Review Deadline Dates
March	27th April
June	27th July
September	26th October
December	25th January

Please note that these dates are subject to change without prior notice and should be confirmed with ICATT as soon as possible when necessary. Request must be submitted right after the release of your results.

<http://www.accaglobal.com/uk/en/student/exam-entry-and-administration/exam-results/adminreviews.html>

35. Can I make a special request for exam accommodations?

Yes, you can. Special accommodations include: more allotted time, separate desk etc. (These are only allowed for medical reasons; students must have relevant documentation to allow this e.g medical certificate or letter). For further information please contact ACCA's office at 662-4777.

<http://www.accaglobal.com/gb/en/help/exam-sessions.html>

36. Can I take my exams in any order?

FIA papers can be completed in any order. ACCA papers must be completed in accordance with the levels of papers.

<http://www.accaglobal.com/gb/en/help/exam-sessions.html>

37. If I am successful in my FIA examination do I get transferred immediately to ACCA?

For you to be eligible to transfer from the Foundations in Accountancy (FIA) suite of qualifications to the ACCA qualification, you must complete the following papers: Foundations in Accountant in Business (FAB), Foundations in Management Accounting (FMA) and Foundations in Financial Accounting (FFA). Once you have completed and passed these papers your transfer is automatic.

38. Do I have to confirm if I want to continue to ACCA once I'm automatically transferred?

To transfer free of charge, you must opt in via your **myACCA** account, before completing papers Foundations in Accountant in Business (FAB), Foundations in Management Accounting (FMA) and Foundations in Financial Accounting (FFA) under the diploma level of the FIA. Please note that if you do not opt in for automatic transfer prior to completing your diploma papers FAB, FMA and FFA, **a transfer fee will apply**.

39. When will results be released?

	Exam Results	Administrative Review
March	18 th April	27 th April
June	18 th July	27 th July
September	17 th October	26 th October
December	16 th January	25 th January

40. Can I write exams without myACCA ID card?

You are required to present a government issued form of identification, such as your passport, driving licence or national ID card. If you do not have your ID, you will be required to return to your centre before the end of the exam session with appropriate ID.

Please visit: <http://www.accaglobal.com/uk/en/help/the-exams.html#What-happens-if-I-forget-my-photographic-ID-on-the-day-of-my-exam?>

41. Is there a time limit to complete the ACCA/FIA Qualification?

Students will be removed from the ACCA and ICATT register if they have not completed the exams within 10 years of their initial registration date. However, ACCA is in the process of adjusting the timeline and will allow an additional 7 years to complete the Professional Level courses given that the student has achieved all the Fundamental Level courses. Please visit: <http://www.accaglobal.com/gb/en/student/getting-started/rules-and-regulations-forstudents/time-limits.html>