

AAT student reinstatement form



How do we use your data?

All the information we hold concerning you will be processed by AAT in accordance with internal policies and current regulations.

The data will be used by AAT to administer our relationship with you and to provide you with information and services relevant to you. We won't, without your consent, supply your information to any third party except where such transfer is necessary as part of the activity you are undertaking, or where we're required to by law.

Find out more aat.org.uk/policies/privacy/fpn-student

Please complete this form if you wish to apply to reinstate your student membership.

Please complete this form in BLOCK CAPITALS. You must complete all sections to avoid delaying your application.

If you have any questions about your application please call the Customer Service team on **+44 (0)20 3735 2468**.

Lines are open 09.00 to 17.00 (UK time), Monday to Friday. Alternatively you can email customersupport@aat.org.uk

Personal details

AAT membership number

Mr

Mrs

Ms

Miss

Other (please specify)

First name(s)

Surname/last name

Address

Postcode

Country

Daytime telephone number

Mobile number

Email

Date of birth

Is English your first language?

Yes

No

Unique Learner Number* (ULN) if applicable

Scottish Candidate Number* (SCN) if applicable

*If known.

Your training

Please indicate the AAT qualification/s you wish to reinstate onto. If you are reinstating for the AAT Accounting qualifications your training provider will be able to advise which one you should start with. If you are unsure please select the Foundation Certificate.

Please tell us which qualification/s you wish to reinstate onto now, as you progress you will be able to register for more qualifications.

AAT Accounting qualifications

- Foundation Certificate in Accounting (Level 2)
- Advanced Diploma in Accounting (Level 3)
- Professional Diploma in Accounting (Level 4)
- Foundation Diploma in Accounting and Business (Level 2 – 16–19-year-olds only)

AAT Bookkeeping qualifications

- Access Award in Bookkeeping (Level 1)
- Access Award in Accounting Software (Level 1)
- Foundation Certificate in Bookkeeping (Level 2)
- Foundation Award in Accounting Software (Level 2)
- Advanced Certificate in Bookkeeping (Level 3)

AAT Business Skills qualifications

- Access Award in Business Skills (Level 1)

Your training provider details

If you are enrolled or intend to enrol on an AAT qualification, please state the name and code of the training provider. If you are not sure of these details, visit aat.org.uk/trainingproviders or call our Customer Service team on **+44 (0)20 3735 2468**. If you are enrolled or intend to enrol with more than one training provider please provide details on a separate sheet.

Training provider name

Training provider code

Will you be studying by distance learning?

Yes No

Will you be studying full-time or part-time?*

Full-time Part-time

**Full-time equates to more than 16 hours per week with tutor contact.*

Funding

How is your AAT training funded? Self Employer Training provider

How is your AAT annual membership fee funded? Self Employer Training provider

Are you training as part of an apprenticeship scheme? Yes No

Your education

Please tell us your highest educational achievement by ticking one of the boxes below.

- | | | | |
|---|--------------------------|--|-----------------------------|
| No formal qualification | <input type="checkbox"/> | GCSE/Scottish Standard Grade/NVQ Level 2 or equivalent | <input type="checkbox"/> |
| A Levels/Scottish Highers/NVQ Level 3 or equivalent | <input type="checkbox"/> | Degree/NVQ Level 4 or equivalent | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |
| Are any of your qualifications accountancy or finance related?* | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |

**If you have completed similar units to those in the AAT Accounting Qualifications you may be eligible for exemption from some units. Please refer to aat.org.uk/qualifications-exemptions for further information on how to apply for unit exemptions.*

Learning difficulties and disabilities

AAT is required, by request of regulatory authorities*, to monitor the number of student members who have learning difficulties and/or disabilities. Please tick the box that most accurately describes you.

- | | |
|--|--------------------------|
| I consider that I have a learning difficulty/disability | <input type="checkbox"/> |
| I do not consider that I have a learning difficulty/disability | <input type="checkbox"/> |
| I do not wish to supply this information | <input type="checkbox"/> |

**AAT qualifications are regulated by Ofqual, Welsh Government, CCEA and SQA in England, Wales, Northern Ireland and Scotland, respectively.*

Ethnic background

AAT is required, by request of regulatory authorities*, to monitor the ethnic background of student members. Please tick the box that most accurately describes you.

- | | | | | | | | |
|-------------|--------------------------|---------------------------|--------------------------|-------------------------|--------------------------|-------------------|--------------------------|
| White | <input type="checkbox"/> | White and Black Caribbean | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> | White and Asian | <input type="checkbox"/> |
| Mixed other | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> | Black African | <input type="checkbox"/> | Black other | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Asian other | <input type="checkbox"/> | Arab | <input type="checkbox"/> | Other ethnic group | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

**AAT qualifications are regulated by Ofqual, Welsh Government, CCEA and SQA in England, Wales, Northern Ireland and Scotland, respectively.*

Your current situation

Which statement best describes your current situation? Please tick one box only.

- | | |
|---|--------------------------|
| I am employed in an accountancy role but do not have a finance qualification | <input type="checkbox"/> |
| I am employed but not currently working in accountancy | <input type="checkbox"/> |
| I am not currently employed and/or am returning to work or studies after a career break or to have a family | <input type="checkbox"/> |
| I left school within the last three years and am looking to develop a career in accountancy | <input type="checkbox"/> |
| None of the above | <input type="checkbox"/> |

Reason for lapsing

Please tell us why your student membership lapsed. Please select the most appropriate answer.

Career break	<input type="checkbox"/>	Course too difficult	<input type="checkbox"/>
Maternity leave	<input type="checkbox"/>	Left relevant employment/no longer had employer support	<input type="checkbox"/>
Course too expensive/economic climate	<input type="checkbox"/>	Personal reasons	<input type="checkbox"/>
Not enough support provided by training provider	<input type="checkbox"/>	Other	<input type="checkbox"/>

Reason for reinstating

Please tell us the reason for reinstating your student membership. Please select the most appropriate answer.

Oversight, did not realise membership fee was due/lapsed	<input type="checkbox"/>	Now funded by employer	<input type="checkbox"/>
In order to claim senior body exemption	<input type="checkbox"/>	Change in personal circumstances	<input type="checkbox"/>
Returned to an accountancy based role	<input type="checkbox"/>	Encouraged by employer	<input type="checkbox"/>
Complete studies	<input type="checkbox"/>	Other	<input type="checkbox"/>

Your employment details

Are you in employment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your job role involve finance or accounting related activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you undertake accountancy work on a self-employed basis?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, full-time or part-time?	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>

As your professional body we work with employers to make sure you get the career opportunities you deserve. By providing your employment details you give permission for us to provide information on your studies or for administration purposes to your employer if they request it. If you work for an accredited employer they will be able to access this information directly. We will not release this information to any third parties without your permission, unless there is a legal duty to do so. You are able to update your employment details at any time via your MyAAT account once you have registered.

Organisation name

Address

Postcode/Zip code

Country

Telephone number

Your job title

Department/office

Start date in role

Employer contact

Please provide details of the AAT contact at your organisation. This could be your training manager/supervisor, line manager or a member of the HR team.

Mr Mrs Ms Miss

First name(s)

Surname/last name

Job title

Department

Address

Postcode/Zip code

Country

Telephone number

Email

What is this person's relationship to you?

Training manager/supervisor

Line manager

HR representative

Colleague

Other

Declaration for under 16-year-olds

Please complete this declaration if you are under 16 years of age.

I confirm that the information in this application (or supporting it) is true and correct to the best of my knowledge and belief. I agree that:

- i. if at any time I become aware that any information in this application (or supporting it) is incorrect or if it changes in any way, I will notify AAT immediately
- ii. if any information in this application (or supporting it) is incorrect, the application may be invalid and AAT's Council shall not be bound by any decision it has reached based on such information.

I understand how information I provide to AAT may be used. I also confirm that I will abide by the AAT's policy on malpractice, a copy of which is available aat.org.uk/about-aat/professional-standards

Signature of applicant

Signature of parent/guardian

dd / mm / yyyy

Name of parent/guardian

dd / mm / yyyy

Date

dd / mm / yyyy

Your declaration

Please complete this declaration if you are over 16 years of age.

I confirm that the information in this application (or supporting it) is true and correct to the best of my knowledge and belief. I agree that:

- i. if at any time I become aware that any information in this application (or supporting it) is incorrect or if it changes in any way, I will notify AAT immediately
- ii. I will inform AAT, within 30 days, if I am subject to insolvency, a criminal conviction, a civil sanction, or a disciplinary sanction by another professional body
- iii. if any information in this application (or supporting it) is incorrect, the application may be invalid and AAT's Council shall not be bound by any decision it has reached based on such information
- iv. AAT shall be entitled to suspend any membership granted on the basis of information in the application (or supporting it) whilst it investigates any reasonable concerns about my eligibility for such membership
- v. I may be liable to disciplinary action by AAT in respect of any information in this application (or supporting it) which is incorrect.

I agree that as part of any disciplinary investigation or proceedings carried out by AAT, it may use the information in this form, contact relevant third parties to request information, and disclose to governmental and other professional bodies: the alleged misconduct, the findings of its investigations, and the outcome of disciplinary proceedings.

I agree that AAT may publicise disciplinary orders and the facts relating to them in accordance with the *Disciplinary Regulations* in force from time to time.

Signature

I understand fully how information provided on this form, or in other correspondence with AAT will be used, particularly any sensitive data pertaining to my health, ethnicity, criminal or civil offences, disciplinary record and employment details.

I shall abide by the provisions of the *Articles of Association*, the *Code of Professional Ethics*, the *AAT Regulations*, *Whistle-blowing guidance*, *Malpractice Policy and guidance* and the *bye-laws*. Where I do not, I agree that AAT may take such action as is permitted in accordance with those Regulations and policies. I also confirm that I will abide by AAT's policy on malpractice. I accept that I am not entitled to describe myself as an *associate*, *full or fellow member*, *member* of the *Association* or use any designatory letters. I accept that I cannot advertise any self-employed services in connection with AAT, and that in any communications I will refer to myself as a student member.

I understand that if I am self-employed, or do become self-employed whilst a student member and provide accountancy services, I am not eligible for money laundering supervision by AAT and must register to be supervised by HMRC under *The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017* in order to comply with the provisions of the *Regulations*.

I understand some of the information provided on this form will be used by the Skills Funding Agency to fulfil its statutory functions, issue and/or verify my Unique Learner Number (ULN) and update and/or check my Personal Learning Record. I understand the Skills Funding Agency may share my ULN and Personal Learning Record with other education related organisations, such as my careers service, school, college, university, Government Departments and public bodies responsible for funding my education.

Further details of how information is processed and shared can be found at www.gov.uk/government/publications/lrs-privacy-notice

Date

For more information about AAT's policies please refer to aat.org.uk/about-aat/professional-standards

Consent

Using your personal data

We'd like to contact you to offer free support, updates and news to boost your career and help you get the most from us. If you do not wish to receive any of these communications, please tick the appropriate boxes below. Even if you tick all of the options below to opt out, you'll still receive transactional messages relating to your account. You can update your preferences at any time through your MyAAT account.

Emails We'll send you emails packed full of support and resources to help you boost your career.

We usually send these around twice a month, or once a week if you're studying with us.

Telephone calls We'll call you about any queries you send us and you may also receive an occasional phone call to check you're happy with your services from us.

Text messages We'll occasionally send you text messages to let you know about important mail that is coming your way, such as certificates.

Post We'll send you occasional promotional information in the post.

Third party sharing of data

We would like to share your name and postal address with trusted third parties so they can provide you with relevant opportunities that may interest you. Do you agree to your information being shared in this way? You may change your preferences at any time through your MyAAT account.

Yes, I'm happy for my details to be shared

No, thank you

Fees

In order to reinstate your membership, you must pay a reinstatement fee and your annual membership fee. Details of current fees are available at aat.org.uk/fees

Your membership will start from the first day of the month your reinstatement is approved. You will need to renew your membership on an annual basis from this date.

Tax relief

As AAT is an approved professional membership body, you may be able to claim tax relief against your annual subscription fees. This may allow you to claim back up to 20% of your paid membership fees each year. For full details on tax relief and making a claim, visit hmrc.gov.uk

Conditions

The AAT Council reserves the right to change any fee on giving due notice. If your application is unsuccessful or withdrawn, and there is a debit on your account, we will put the balance of your application fees, after a retention fee equivalent to the admission fee has been deducted, towards the outstanding debt. We will refund any remaining money after these two deductions.

Your payment

Please indicate below how you would like to pay. We will process your payment on receipt of application.

Credit/debit card

The easiest way to pay is by credit or debit card. Either enter your card details in the section below or call us to pay over the phone. We accept all Mastercard, Visa, Maestro and Electron cards but do not accept American Express or Diners cards.

Cheque/postal order

All cheques and postal orders must be crossed A/C Payee only, and made payable to 'Association of Accounting Technicians'. Please also write your name and AAT membership number on the back and return it to us with your application.

Bankers draft

Please make your payment payable to AAT. Please also write your name and AAT membership number on the back and return it to us with your application. All drafts must be paid in Sterling and drawn on a UK bank.

Credit/debit card details

All card details are handled in accordance with PCI compliance and destroyed confidentially after use.

I authorise you to charge my credit/debit card with the amount of

£

Cardholder's name

Card number

Card type (please tick one)

Mastercard

Visa

Visa Debit

Maestro

Electron

CCV/CVC no. (last three digits on reverse)

Issue no. (if applicable)

Start date

Expiry date

Cardholder's signature

Date

We will process your payment on receipt of application.

Register to pay by Direct Debit

Once your application has been approved you can pay your future annual membership fees in instalments by setting up a Direct Debit. Please complete the online Direct Debit form at aat.org.uk/directdebit. You can choose to pay in up to four instalments. Direct Debit payment is only available for the Accounting Qualifications, not short qualifications.

Returning your form

Please return your completed form, along with payment (if applicable) to:

Email: customersupport@aat.org.uk

Post: Customer Support, Association of Accounting Technicians 140 Aldersgate Street London EC1A 4HY

You will hear from us within ten working days. If you do not receive confirmation of receipt of your application within this time, or you have any questions, please don't hesitate to contact us. Email us at customersupport@aat.org.uk or call us on **+44 (0)20 3735 2468**. Lines are open 09.00 to 17.00 (UK time), Monday to Friday.