

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH (ICAB)

Education and Student Affairs Division

(Class Management Department)

CLASS ENROLMENT FORM

Level:

Class Session:

Full Name (in block letter):.....

Date of Birth:

Contact No:(cell or tel):..... E-mail ID.

Father's Name:

Mother's Name:

Permanent Address:

Contact No in case of emergency:

Name of the Principal:

Name of the CA Firm:

Registration No:..... Period/Duration: From: To:

Professional & Academic Qualifications:

CA classes attended previously, if any: Session: Enrolment No:

Select the subjects -see ICAB pre-examination class policy overleaf (and give tick marks):

a. Certificate Level:

- A. (1) Assurance + (2) Accounting + (3) Business & Finance + (7) Information Technology
- B. (4) Management Information + (5) Principles of Taxation + (6) Business Laws

b. Professional Level:

- A. (1) Audit & Assurance + (2) Financial Accounting & Reporting + (5) Tax Planning & Compliance + (7) IT Governance
- B. (3) Business Strategy + (4) Financial Management + (6) Corporate Laws & Practices

c. Advanced Level:

> **Integration-**

- A. (1) Corporate Reporting + (2) Strategic Business Management

> **Case Study-**

- B. (3) Case Study

Payment details: Money Receipt No. Date: Amount (Taka):

(original money receipt to be attached).

Signature of Applicant

Date:

Requirements: (a) 2 stamp size photographs; (b) photocopy of identity card or course completion certificate; (c) certificate/marks sheet/grade sheet/congratulations letter of earlier exams passed; and (d) original money receipt of class enrolment fee or subsequent class attendance fee.

(N.B: For Online Application process, to please send/ e-mail to mamunmdislam37@gmail.com)

***** **For Office Use Only** *****

Allotment: Enrolment No.: Section: Date:

Head of Class Management Department

Original Money Receipt acknowledged

ICAB Pre-Examination Coaching Class Policy

1. **Effective:** From November- December 2013 Session

2. **Enrolment:**

- a. Students within Articleship period: Students can enrol and attend any number of papers in a session subject to a minimum of 4 papers at a time for each of Certificate Level and Professional Level and 2 papers for Advanced Level. (Note: If the date of class start falls within the articleship period then the student will be considered as within the articleship period).
- b. Students completed Articleship period: Students can enrol and attend any number of papers in a session without having any restriction as to minimum number of papers.
- c. The payment for the whole session needs to be made at a time as per existing policy.

3. **Attendance:**

- a. Minimum required number of class attendance to make a student eligible to sit for exams for the respective papers is 60% of total classes held.
- b. Attendance will be recorded by roll call by teachers. The absence will be marked by blue colour by the Campus-in-charge at the end of each class and he/she will record the number of attendees and absentees of each class at the end of column with signature.
- c. If any student fails to attend minimum required number of classes, he/she needs to re-enrol again by paying 100% of proportionate regular fees subject to the availability of the seats. In any situation, if the applications for enrolment exceed the capacity of the classes, students with earliest attempts will get priority.
- d. If any student marginally fails (shortage not exceeding 10% of the total classes held in each paper) to attend minimum required number of classes due to sickness, the Vice President (Education & Examination) may consider the merit of the case individually and approve to issue coaching class completion certificate provided the student submits a medical certificate from recognized medical practitioner in support of his sickness.

4. **Paper grouping for benefits of same day classes:**

While scheduling the classes, efforts will be taken to maintain below mentioned grouping to ensure that classes of same group are held preferably on same day. This will help the students in planning the papers he/she would like to prepare and sit for exams in most time saving manner.

a. **Certificate Level**

- C. (1) Assurance + (2) Accounting + (3) Business & Finance + (7) Information Technology
- D. (4) Management Information + (5) Principles of Taxation + (6) Business Laws

b. **Professional Level**

- C. (1) Audit & Assurance + (2) Financial Accounting & Reporting + (5) Tax Planning & Compliance + (7) IT Governance
- D. (3) Business Strategy + (4) Financial Management + (6) Corporate Laws & Practices

c. **Advanced Level- Integration**

- A. (1) Corporate Reporting + (2) Strategic Business Management

d. **Advanced Level - Case Study**

- B. (3) Case Study

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