

School of Professional Accounting & Finance

...STUDENT HANDBOOK 2007/2008...



Every Student Counts...

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Our Vision

To be a world-wide Premier Education and Training Provider.

Mission Statements

To provide excellent teaching, professional and entrepreneurial development, research and support services.
To create opportunities for scholars and graduates to build world-class businesses.

Core Values

To provide our services based on honesty, integrity, respect, trust, ethics and professionalism.

Service Guarantee Statements

Qualified professional team of lecturers
Comprehensive coverage of course syllabus and structure
Focus and comprehensive lecture materials
Conducive study environment
Accessible and strong student support services
Continuous feedback and redress mechanism

SECTION 1: INTRODUCTION

Welcome to **FTMS** School of Professional Accounting & Finance. Now that you have made the right decision in choosing ACCA and choosing us, we want your study at FTMS to be a memorable experience. This handbook guides you through your course and gives information on the academic and social life at FTMS as you pursue this prestigious qualification.

About the Handbook

The objectives of this handbook are to:

- Familiarise you with FTMS services, its facilities, lecture rooms and faculty contacts.
- Provide you with concise yet comprehensive information on issues pertaining to registration and the management of the programme.
- Rules and Regulations that govern the examination procedures, including appeal, deferment procedures, and other matters of interest.
- Student welfare issues
- Course structure

The information in this handbook acts as a quick reference for you. Should you need further information, please contact ACCA@ftmsglobal.com for assistance.

Finally, we at FTMS hope that you will enjoy your academic experience here.

To find out more about the FTMS Group please visit our website at www.FTMSglobal.com.

We wish you all the best in your studies!

SECTION 2 : DETAILS OF DEPARTMENT

Brief introduction to department

The staff listed below work closely with FTMS to ensure the quality of the courses. Quarterly staff meetings and ad hoc briefings are held to ensure a clear line of communication at all times between staff, management and students.

ACCA & CAT STAFF LIST

Name / Email address	Subject	Qualification	Work Experiences		
			Position	Employer	Period
Abdul Jabbar Email: jabbar.mac@gmail.com>	CAT P7	ACCA, Msc(Finance)	Lecturer	FTMS	2005- now
Balwant Singh Email: info@ftmsglobal.com	F2,F5	MSc (Finance) Graduate Diploma in Public Accountancy B Com (Dist) major in Accountancy	Lecturer	ICPAS FTMS	2002 - now
Billy Ang Email: billyfcca@yahoo.com	F7,P2	AAT ACCA	Lecturer	FTMS	1996 – now
CK Fung Email: teacherfung@hotmail.com	F8,P7	Bachelor of Accountancy (Hons) MSc. Econs	Lecturer Lecturer	Ngee Ann Polytechnic FTMS	1992 – 1999 2000 – now
C. Nandakumar Email: info@ftmsglobal.com	F4	Masters Degree in Law MBA	Lecturer Lecturer	ICPAS FTMS	1985 - 1987 1987 – now
Caroline Hoffmann Email: oriole@singnet.com.sg	F4	LLB (Hons)	Lecturer	FTMS	1999 – now
Candice Tan	CAT P6	ACCA	Partime Lecturer	Comme- cial firm	2005- now
Elliott Betts Email: info@ftmsglobal.com	F9,P5	ACCA MBA (Finance)	Senior Lecturer	FTMS	1995 – now
Daniel Ho Email: info@ftmsglobal.com	F4,F9	B Com MBA Finance	Senior Lecturer	FTMS	2001 – now
Francis Chin Email:francischin@ylckf.com	F6,P6	ACCA	Senior Lecturer	FTMS	1990 - now
Martin Windle Email: martyftms@hotmail.com Forum: www.a1startegy.com	P1,P3	BA (Hons) Newcastle upon Tyne Polytechnic CIMA	Accountant Lecturer Senior Lecturer	Welcome Foundatio- n, UK AT-Emile Woolf FTMS	1988 1992 1999 - now

Name / Email address		Qualification	Work Experiences Position	Employer	Period
JPrakash Email: info@ftmsglobal.com	CATP1,P2,P5 ACCA F1	CIM ABE MBA	Lecturer	FTMS	1999 – now
Kishore Menon Email:Kmenon@jmsass.com.sg	CAT P8	ACCA	Lecturer	Commercial firm	2005 - now
Mary Chantal <chantal_w@pacific.net.sg>	ACCA F6,P6	ACCA	Lecturer	FTMS	2006- now
Navzar Minoo Taraporvala	ACCA F7 ,P1,P2	FCA	Lecturer	FTMS	2000-now
Naresh Punjabi Email: info@ftmsglobal.com	CATP7, ACCA F3	ACCA Mba(Finance)	Lecturer	FTMS	2005 - now
Saraswathi Email: info@ftmsglobal.com	CAT P4,ACCA F3	Bachelor of Business in Accounting CPA Australia	Lecturer	BMC / Oriental FTMS	2003 - 2005 2006 - now
Suzannah Tan	CAT P3	Bachelor of Accountancy (NTU)	Partime- lecturer	FTMS	2006- now
Tan Chee Ping	CAT P3	ACCA,CPA	Partime- lecturer	Nova MSC Berhad	2006- now
T. Selvee Email: info@ftmsglobal.com	CAT P9	Bachelor of Accountancy (Hons)	Lecturer	Ngee Ann Polytechnic SIM FTMS	1994 – 2000 1995 – now 2001 – now

SECTION 3 : COURSE INTAKES AND DURATION

At FTMS we know that professional examinations are very different to academic examinations, and different skills are required to ensure your success. Our lecturers have many years of experience in teaching but, more importantly, they are experienced in teaching students how to pass the ACCA examinations. We believe it is important that our lecturers know the examiners and the syllabus really well, so we restrict the number of subjects our lecturers teach so that they can specialise and pass the benefits of that specialist knowledge on to you. Our Premier Courses are designed to provide you with all the knowledge you need to pass the examination.

FTMS COMPETENT STUDY PROGRAMME

1st Intake Premier Course

These courses commence in January and July to prepare students for June and December examinations.

2nd Intake Premier Course

These courses commence in March and September to prepare students for the June and December examinations.

Resit Programme

Passing your accountancy exams is a vital step along the path towards a successful career. We are aware that the exams are both difficult and demanding. As such, FTMS has designed a new Resit programme just for students who already have full knowledge of the syllabus and understand the key concepts of the subjects very well. This Resit programme will emphasize on crucial topics and continuous practice on Q & A so as to sharpen your examination techniques. These 6 “revitalise” sessions plus another 6 sessions of intensive revision course will boost your confidence and success in the coming examination

Mock Exams and Progress Tests

At FTMS, we believe the best way to practice for a three-hour ACCA examination is to attempt a three-hour ACCA examination! We offer a timetabled mock exam for all students enrolled, based on our specialists' best estimates as to what will be in real exam. We recommend that you attempt the mock exam in the scheduled sessions and return it to us for marking. We also give you progress test during the course, so that you can assess your understanding of the subject.

FTMS REVISION EMPOWERING YOUR STUDY SKILLS

Intensive Revision Courses

These courses are held in the months before the examination. They are designed to refresh your knowledge, enhance your application skills, and improve your examination technique. Many students fail the ACCA exams by only a few marks, and improved examination technique will ensure that they pass. FTMS strongly recommends that you attend a revision courses, and to make this a more cost-effective option, if you enrol the Premier Course with Intensive revision course at the same time.

CAT Courses

FTMS offers CAT courses on a continual basis rather than at six-month intervals. The following structure is designed for students who wish to complete the 3 levels in a minimum of 1 year:-

- Introductory Level – Computer Based Examinations which are held at FTMS premises.
- Intermediate Level – Computer Based Examinations which are held at FTMS premises.
- Advanced Level (January and July intakes) – Paper Based Examinations which are held twice a year in June and December.

IMPORTANT DATES FOR STUDENTS

January

Payment of Annual Subscription (please enclose your Remittance Advice Note with your payment). Applications for exemptions for June examinations must be submitted by 31 January (or at least two weeks earlier if submitting to an ACCA office outside the UK).

February

Results are sent to you if you sat the examinations in December and can be accessed on the ACCA website.

An Examination Entry Form and Status Report will be sent to you if you are eligible to sit the examinations in June.

March

You must submit your request for a Special Examination Centre for the June sitting by 15 March. Reminders for the Annual Subscription demand are despatched to students who have not paid.

April

Examination Entry Forms for June sitting should be received by Student Services in Glasgow by 15 April.

Applications to change your Variant/Stream examinations for June sitting must be submitted by 15 April.

An Examination Entry Acknowledgement will be sent to you if you are entered to sit the examinations in June.

If for any reason you have not paid your Annual Subscription by 15 April, you will be notified that your name has been removed from the ACCA student register.

May

You will receive your Examination Attendance Docket detailing the subjects you are entered to sit in the June examinations and the address of the examination centre.

June

Examinations are normally held over an eight-day period in the first and second week.

July

Applications for exemptions for December examinations must be submitted by 31 July (or at least two weeks earlier if submitting to an ACCA office other than the UK).

August

If you have resigned/been removed from the ACCA register, your application for re-registration must be submitted by 15 August (or at least two weeks earlier if submitting to an ACCA office outside the UK) if you wish to attempt examinations in December.

Results are sent to you if you sat the examinations in June and can be accessed on the ACCA Website.

An Examination Entry Form and Status Report will be sent to you if you are eligible to sit examinations in December.

September

You must submit your request for a Special Examination Centre for the December sitting by 15 September.

October

Examination Entry Forms for December sitting must be received by Student Services in Glasgow by 15 October.

Applications to change your Variant/Stream examinations for December sitting must be submitted by 15 October.

An Examination Entry Acknowledgement will be sent to you if you are entered to sit the examinations in December.

November

You will receive your Examination Attendance Docket detailing the subjects you are entered to sit in the December examinations and the address of the examination centre.

A Subscription Demand notice will be sent to you for your Annual Subscription for the following calendar year.

December

Examinations are normally held over an eight-day period in the first and second week.

Your application for re-registration must be submitted by 31 December if you wish to sit examinations in June (or at least two weeks earlier if submitting to an ACCA office other than the UK).

CONTACT DETAILS OF MANAGEMENT

School of Professional Accounting & Finance

20 Cecil Street
03-00 Equity Plaza
Singapore 049705

Tel: (65) 6339 1033
Fax: (65) 6339 1060
E-Mail: ACCA@ftmsglobal.com
Website: www.FTMSglobal.com

MAIN STAFF CONTACTS

Managing Director	:	Ms Hamidah Abdul Rashid Email: hamidah@ftmsglobal.com
CAT/ACCA Course Leader	:	Ms Nor Aishah Mohamed Rashid Email: noraishah@ftmsglobal.com
Student Support Services	:	Email: ACCA@ftmsglobal.com

All the above mentioned are full-time staff of the college and are available to meet students and deal with enquiries at any time during college hours.

STUDENT FEEDBACK PROCEDURES

FTMS is committed to forming positive relationships with its students. It is committed to creating an environment in which all staff perform their duties with efficiency, fairness, integrity and due care. When feedback is provided by students, FTMS is committed to resolving the issues quickly, fairly and with respect for confidentiality.

In order to assist FTMS in providing continuous excellent service and education, all students are encouraged to complete an evaluation questionnaire when provided. This is conducted quarterly for the Schools of Business and Engineering and Computing Science, and biannually for the School of Profession Accounting and Finance.

In addition, feedback can be given formally or informally as described below:

Informal Feedback:

The student may choose to approach any member of the FTMS staff (student support service officers, teaching or marketing personnel, the Registrar) directly on their feedback.

Formal Feedback

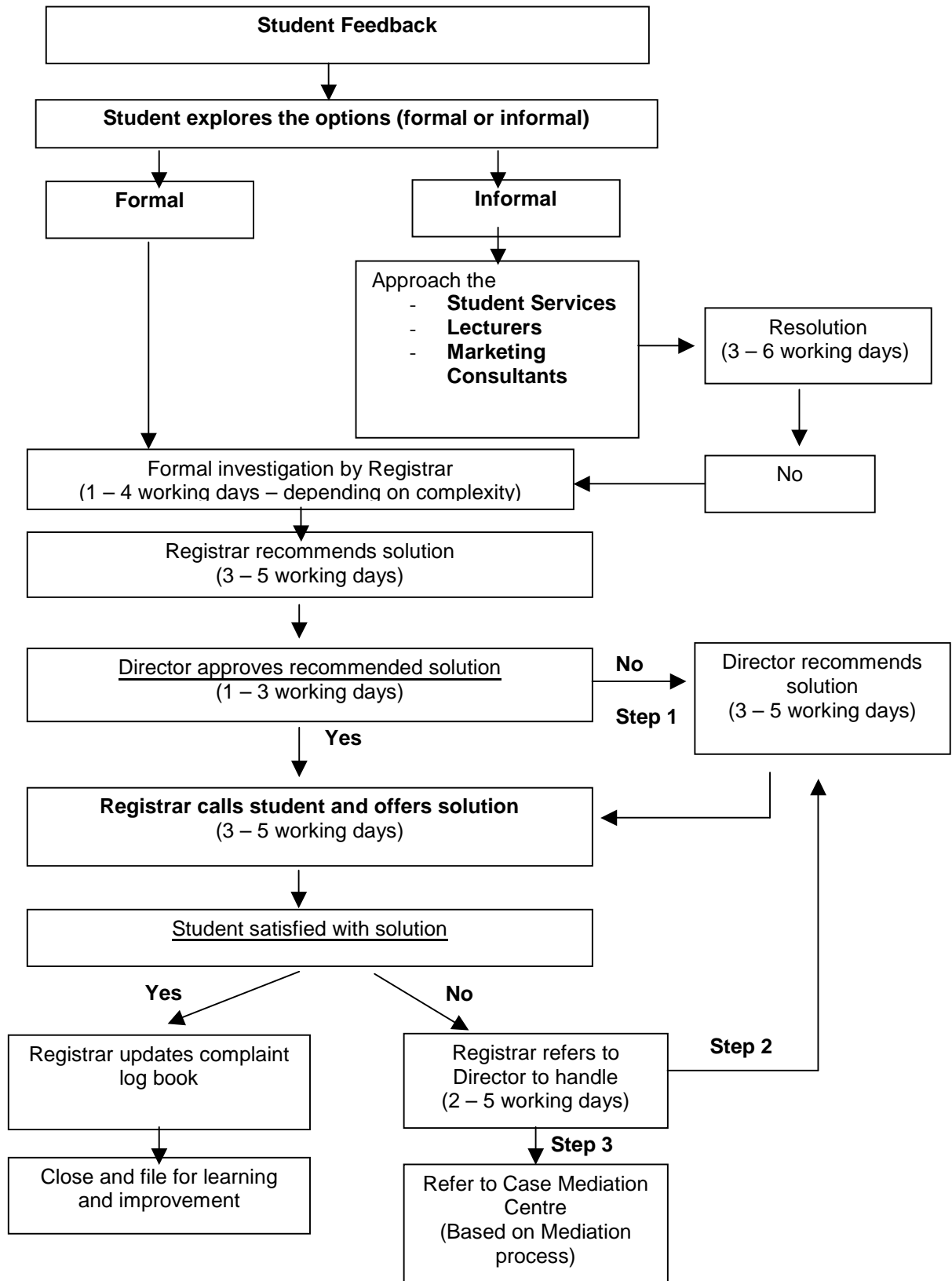
A formal feedback is to be made in writing or on Suggestion Forms conveniently located at the FTMS reception. These should be addressed to the Registrar. The formal feedback must describe the concern and state the action or outcome desired.

Acknowledgement of receipt of feedback is within 1 day.

Based on the nature of the feedback, resolution where necessary, will be within 21 days.

If the feedback/complaint could not be amicably resolved by the students & FTMS, the students may refer the matter to the Case Mediation Channel.

All feedback is processed according to the illustration below:



SECTION 4 : WHAT IS EXPECTED OF THE STUDENT ATTENDING THE COURSE?

Self-Study Hours

In addition to attending the lectures at the college, the student must support this with additional self-study outside college hours as this is a professional course and there is a high level of commitment required from students.

A reasonable expectation might be 5 to 10 hours per subject per week.

Apart from active revision of subjects, the college cannot over emphasize the importance and value of practicing past paper type questions **under examination conditions**. Some questions will be practiced in class to indicate the examination technique and syllabus requirements. Students must play a role in preparing for their exams by adequate practice of past questions.

Details of Progress Test

This short test is designed to test your knowledge by means of a series of short questions. This test should take 1 ½ hour. Answer under examination condition and marked by lecturers to get an idea about your progress.

Details of mock examination

The college will set a minimum of one mock exam per term for each subject. This will normally be held early in the months of May and November. **Students are to sit for the mock exam under examination condition.**

In-class activity

FTMS's qualified lecturers will present these lectures. ACCA students are encouraged to join the additional courses provided by FTMS to improve their skills in note taking, listening, presentation skills and examination techniques. These are normally held after the release of exam results and / or after the examination.

Student Code of Conduct

General

1. Students must comply with all standing regulations including those that are issued from time to time.

Behaviour

1. Students must not smoke in FTMS premises.
2. Students should behave with propriety at all times, that is, no disrespectful behaviour.
3. Students should not drink or eat in the class / library / computer lab / reading room.
4. Reservation of seats is not allowed at all times.
5. No consumption of drugs or alcohol on the premises
6. No littering.

7. Students are not allowed to download chat software and surf pornographic materials while using the network stations.
8. Usage of handphones and pagers during lessons is not allowed. All such equipment must be switched off. Students are not allowed to video record during their course of study. FTMS has the right to confiscate video equipment.
9. Do not damage or lose FTMS property. Any form of vandalism will not be tolerated. Always report any damage or loss of FTMS property.
10. Students are to carry their FTMS student card at all times when in the school premises. Students are required to produce their FTMS student card when collecting their materials or during random spot checks.

Attire

1. Students are to wear proper attire at all times.

Attendance & Punctuality

Being present at all lectures, tutorials and examinations are one of the pre-requisites of a successful trainee. Being on time for these constitute a very important part of training itself. Thus all students should take note of the following:

- Attendance is compulsory and any absence must be supported by valid medical certificates or letters from parents / guardians/ employers.
- A student who fails to achieve 75% (local student) attendance during the whole training period (depending on the various courses) at FTMS without valid reasons may be disqualified from taking any courses in FTMS.
- Students are advised to be punctual for all classes.

Any form of violation of the rules and regulations will not be tolerated.

Important Notes for International Students

Student Passes for international students studying in Singapore are issued by the Immigration & Checkpoints Authority (ICA) and all students holding such passes are required to observe the conditions under which the passes are issued.

FTMS has an obligation to ensure that such conditions are observed and you should therefore note the following points:

Attendance

Student passes are only issued to international students attending full-time courses, and attendance in school is compulsory everyday, Monday to Friday and Saturdays (if classes are scheduled then).

1. All foreign students are to sign their monthly attendance sheet that is held in the file at the front desk.
2. When signing the attendance sheet, students should give the time that they sign in and out.

3. Students should only sign for the day of attendance and SHOULD NOT sign for any of their friends.

Please note that personnel from the ICA make random (unannounced) checks of schools to ensure that correct records are maintained, and that students are attending for classes as required.

Any student who fails to attend on a regular basis (failure in maintaining minimum 90% attendance) may have his/her Student Pass cancelled by the ICA.

Absence from class

All students should obtain permission in advance before taking any absence from class by completing a leave application form that should be obtained from the Registrar.

Students who are absent due to sickness should inform FTMS immediately, and on return to school they should provide a Medical Certificate stating the reason for their absence.

Any student who is absent for a total for 3 days without the necessary permission will be issued with a letter of warning, reminding them of their obligations to attend classes. A copy of this letter will be sent to their parents for their information and attention.

As stated above, students who are absent on regular basis may have their Student Pass cancelled.

SECTION 5 : CONTACTS

Enquiries on CAT/ACCA Joint Scheme – Annual subscriptions, examination centres, CAT/ACCA membership administration in Singapore:

Institute of Certified Public Accountants of Singapore

20 Aljunied Road, #01-00, CPA House, Singapore 389805
tel : 6744 9700 fax : 6744 9796 e-mail : sinaa@pacific.net.sg

The Association of Chartered Certified Accountants (Singapore)

ACCA Singapore
435 Orchard Road, #15-04-05 Wisma Atria, Singapore 238877
tel: +65 6734 8110 fax: +65 6734 2248 website: singapore.accaglobal.com

ACCA Connect

64 Finnieston Square, Glasgow, United Kingdom, G3 8DT

General Enquires: info@accaglobal.com
Student Enquires: students@accaglobal.com
Member Enquires: members@accaglobal.com
tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 website : www.accaglobal.com

Immigration & Student Passes

Immigration & Check Points Authority (ICA)
10 Kallang Road, ICA Building (Next to Lavender MRT), Singapore 208718
tel: 63916100

Medical Institutions

Outram Polyclinic

No. 3 Second Hospital Avenue, Singapore 168937
tel: 64353980

Drs Singh & Partners

250 North Bridge Road, #02-16 Raffles City Shopping Centre, Singapore 238874
tel: 63388883

Killiney Family & Wellness Clinic Pte Ltd

61 Killiney Road, Singapore 239522
tel: 67362998

Raffles Hospital

555 North Bridge Road
Singapore 188770

SOS

Emergency Ambulance – 995
Non Emergency Ambulance – 7177
Police - 999

SECTION 6 : QUALITY PROCEDURES ON THE COURSE

Bi-annual Questionnaires

- Students will complete a student satisfaction questionnaire for each course taken, providing feedback on lecturers, administration staff, course materials and facilities.
- Completed evaluation questionnaires will be submitted to an independent staff member (eg course administrator) and the identity of students and their comments will be treated confidentially.
- Opinions and information obtained from the questionnaires will feed directly into course development procedures.
- Students have the right to be represented on staff-student consultative groups, which will meet regularly to consider and discuss various student-related issues.

Course Committee meetings

Teaching staff meet biannually, at Course Committee Meetings/Lecturers' Meeting to discuss the following:

- ✓ Current intake
- ✓ Dropout rate
- ✓ Students' performance
- ✓ Students' evaluation of lecturers
- ✓ Students' complaints
- ✓ Pass rates
- ✓ Syllabus Details

**STUDENT COMMITTEE –
CERTIFIED ACCOUNTANTS STUDENTS’ SOCIETY OF SINGAPORE (CASSOS)**

ACCA Singapore Division has an active Student Committee, which organise social activities and academic events. In addition, CASSOS has its own notice board in FTMS premises which located on the 3rd floor; next to the library.

Students at FTMS are encouraged to work closely with both CASSOS and ACCA Singapore Division.

The ACCA Students Council

This is a group made up of:

President
(Email: President_CASSOS@yahoo.com.sg)

↓
Vice President

↓
Secretary

↓
Treasurer

↓
Executive Committee Members

Website: www.cassos.org.sg

SECTION 7 : STUDENT SERVICES

Library facilities and Self Study Room

FTMS library is situated on 3rd floor of Equity Plaza.

Students will be required to produce their FTMS student card to the librarians upon request.

Self Study rooms are available in FTMS (3rd floor). For availability of classrooms, students should refer to the Student Support Services.

The resources in the libraries reflect the programs of study offered by the college. The reference and lending collections include textbooks, recommended reading lists for each course and periodicals. There is also a range of recreational reading resources available to the students.

Students can ask the librarians for help with using the library and facilities. Our staff prides themselves on providing expert and friendly guidance.

Counselling Services

The Student Counsellors provide general assistance and support for local and international students. Counsellors also provide advice and information about the college and its programmes and they form a link between the college and the wider community.

Student Counsellors oversee the students' welfare, general well being and academic development. Counselling services are provided free and every one is welcome.

Careers Guidance

The college regularly organises talks to inform students about practical experience requirements and opportunities in the Training through Partnership programme. We also constantly liaise with ACCA Singapore Division for the benefit of our students.

SECTION 8 : STUDENT TERMS OF REFERENCE

FTMS' Student Card

Your FTMS Student card must be collected during the first week of each term. In order to make the student card, students must submit their receipt to the Course Consultant at the front desk.

Students are **required** to bring their:

- FTMS student card for Premier courses
- Receipt for Revision courses
- whenever they are attending classes for verification purposes and for the collection of course materials and lecture notes.

Loss of Receipt or FTMS Student Card

Students who lose their receipt or the FTMS student card will be charged an administrative fee of S\$ 30 for each replacement.

Enrolment for Courses

Enrolment will only be recognised upon receipt of payment. Fees are inclusive of GST.

No reservation of courses is allowed whether by fax, email or phone call.

Application for Locker Rental

Students need to submit a completed application form to a Course Consultant together with the rental payment for the chosen period.

The student will be refunded a security deposit of \$20 upon surrendering of locker keys and original receipt. Lockers are non – transferable. Loss of keys or request for an additional set of keys will incur an administrative fee of S\$10. FTMS discourages the sharing of lockers. FTMS will not be held responsible for any loss or theft of items in the lockers.

Students must remove all their belongings on or before the end of the stipulated period of rental. Otherwise FTMS reserves all rights to remove all belongings from the locker upon expiry.

Course Materials

Students enrolled, are given the following as a package: -

- Premier Course: entitled to Lecture Notes and file.
- Intensive Revision Course: entitled to Revision Notes.

Any books purchased are not refundable or exchangeable. Special Package are available to FTMS students (current intake) for the purchase of materials. Any other purchases (texts, revision kits and passcard) are offered at 30% discount.

All lecture notes should be collected within the duration of the course for which you are enrolled.

For reservation of notes, please call 63391033. Reserved notes will only be kept for 2 weeks after the reservation is made.

Request for Letters

Students who wish to ask for a confirmation letter or any other letter need to submit an application form, which may be obtained from the front desk.

Students can collect their letter after 3 working days.

Library Rules & Regulations

Who Can Use This Facility

- This facility is open to all FTMS students who hold a valid Student Card.
- Each student is entitled to borrow maximum two (2) books for a period of 14 days. Magazines can be read within the premises of the Library and if required, can only be borrowed out for photocopying and be returned within the same day, with the permission from the Librarian.

Library Rules

- All books must be handled with care and returned to their designated shelves after reading.
- No books are allowed to be taken out of the library without being recorded by the Librarian on duty.
- Books with red or pink labels are for reference only.
- You are not allowed to bring other books into the library except the books to be returned. If you do need to bring in other books or other study materials, kindly inform the Librarian.
- Only take your stationery and the necessary writing materials. **FTMS will not be liable for any personal valuables lost in the library.**
- There will be regular spot-checks on books removed from the library by the Librarian upon exit.
- **Drinks and food is forbidden in the Library.**
- No transferring of book(s) and magazine(s) amongst your friends or classmates. Otherwise, you will be LIABLE for any damages, lost or fine for any expired book.

Procedure For Borrowing Books

- Please check all books for torn / loose pages before you borrow.
- Produce your student card and your book will be processed by the Librarian with the expiry date stamped.

Procedure For Returning / Renewal Of Books

- Please ensure that you hand the book to the Librarian for acknowledgement.
- You may request to renew your book for another 2 weeks (on or before the expiry date) if no one has made a reservation for the same book.

Overdue Books

- A penalty charge of S\$0.20 per day will be levied on overdue books.
- Students who do not return the overdue books will be barred from further borrowing.

Loss Of Library Cards

- Please report to the Librarian immediately for lost Student Card.
- A processing fee of S\$10.00 will be imposed for every card re-issued.

Lost / Damaged Books

- Students will have to pay the full price of any lost / damaged book to the School.

Credit Policies

Students can obtain a credit note following the release of June/December results on the basis of a minimum of 2 subjects' enrolment in the current intake and subject to a qualifying deadline i.e. registration by end of February for December exams sat in last year and registration by end of August for June exams sat in the same year. A copy of your results must be attached.

The credit note may be utilised against course fees of other subjects for 1st Premier Intake, 2nd Premier Intake and Intensive Revision Courses within a 6 months period (stated on the Transfer Form/Credit Note). Any unused credit will be forfeited.

FREE transfer to 2nd Intake Premier course for students whom enrolled on relevant intake and are retaking the papers after results have been published.

Transfer Policies

Internal Transfer. Students may be allowed to transfer from one course to another within FTMS schools before commencement of course. Transfer requests must be made in writing and will be assessed on a case-by case basis.

External Transfer. If students decide to transfer to another organisation for whatever reason, no request for refund will be entertained as resource have already been committed to the student for the full duration of that course.

Request for Refund

To expedite your request for refund of course fees, students are requested to complete the prescribed forms, available at the Registrar's office or write to the Registrar at FTMS with the following information:

- (a) Student's Name
- (b) Guardian's Name (if applicable)
- (c) Student's Student Pass Number
- (d) Course enrolled into or applied for at FTMS
- (e) Copy of official receipt issued by FTMS for the Fees in question
- (f) Reason(s) for requesting the refund

We will respond and revert to your request as soon as practicable after receiving the student's notice for withdrawal.

Conditions for Withdrawal from Course

We have put in place service guarantees to protect students and students are entitled to immediately withdraw from the course in the event of any of the under-mentioned situations:

- (a) FTMS fails, for any reason, to commence within 14 working days the Course on the Commencement Date;
- (b) FTMS fails, for any reason, to complete the Course within 30 working days by the Completion Date;
- (c) FTMS terminates the Course for any reason prior to the completion of the Course

Refunds for Withdrawal from Course

All requests for withdrawals/deferments/transfer must be made in writing to the Registrar, FTMS, and shall include the following information:-

- Student's Name
- Guardian's Name (if applicable)
- Student's Student Pass Number
- Course enrolled into or applied for at FTMS
- Copy of official receipt issued by FTMS for the Fees in question
- Reason(s)

FTMS shall, as soon as practicable after receiving the student's notice of withdrawal under the Conditions for Withdrawal from Course (and in any event no more than fourteen (14) days after receiving such notice) refund to the Student, 100% of the tuition and administrative fee less any applicable bank administrative charges properly payable/paid under the Student Protection Scheme.

Withdrawal without Cause and Refunds

Where the Student withdraws from the Course for any reason other than those set out in the Conditions for Withdrawal from Course, FTMS shall after receiving the Student's written notice of withdrawal (and in any event no more than fourteen (14) working days after receiving such notice) refund to the Student the sum of:

% of [the aggregate of the Course Fees and Additional Fees (if applicable)]	If Student's written notice of withdrawal is received
80% of the Course Fees (if payment received is less than 20% no refund will be made)	More than <u>60</u> days before the Commencement Date
50% of the Course Fees (if payment received is less than 50% no refund will be made)	More than <u>45</u> days but less than <u>60</u> days before the Commencement Date
0%	Less than <u>45</u> days before the Commencement Date

All application and registration fees paid to FTMS are non-refundable. Only the paid course fees are refundable less any applicable bank administrative charges properly payable/paid under the Student Protection Scheme.

Transfer of Course

A Student who transfers from one Course to another course within FTMS is permitted to transfer unused course fees as credit. The transfer of course will be subject to availability period decided by FTMS. However, there will be no refund of any course fee paid.

For transfer to another Private Education Organisation (PEO), students will be counselled to ensure that the next course enrolled is to the students' interests and preferably of higher learning in nature. FTMS will submit the student's attendance, letter of cancellation, original student pass and passport to ICA so as to facilitate the transfer.

Deferment of Study

This applicable to Local Students Only

- (a) In the event the Student after accepting an offer of a place in the course, gives at least two weeks written request before the course's Commencement Date to defer to the next available course intake, all tuition fees paid will be transferred to the next available course intake. The 'next available course intake' may commence in the following term or in the following year. All deferments are subjected to School's approval.
- (b) FULL PAYMENT of all outstanding course fee must be made upon approval of deferment.
- (c) An offer of a place in a course may be deferred for up to twelve (12) months only.
- (d) Students may have to adapt to new course structure or change course if the course is no longer available. Any increase in fee would have to be borne by the student. FTMS will do its utmost to assist students wherever possible and will not be held accountable if options are rejected by the students.
- (e) Course fees paid will not be refunded in event of DEFERMENT regardless of whether the request made is prior to commencement or after the commencement of the course.

No Refund

- (a) A Student requests to withdraw from a course for whatever reasons, less than forty-five (45) days before course's Commencement Date shall not be eligible for any refund.
- (b) A student's enrolment in the course was cancelled and/or the student is expelled from the course or FTMS, for breach of FTMS and/or government agencies/authorities rules and regulations and/or laws of Singapore, shall not be eligible for any refund.
- (c) Application and Administrative fees are non-refundable.

Appeal for Refund of Tuition Fees

All appeals for refund of tuition fees made to FTMS for notice period of less than 45 days before the commencement date, based on valid medical grounds (evidence from doctor), maybe subject to consideration by FTMS. Any decision made by FTMS is considered final.

Payment of Approved Refund

- (a) Approved refund is paid in Singapore dollars.
- (b) Approved refund is paid within fourteen (14) working days after receiving written notice for refund of the course from the student.
- (c) In the case of International students, approved refund is subject to the return of the student pass to FTMS.

Final Settlement

The student, upon receipt of any refund from FTMS, agrees that the refund amount is final, the student's request for refund of the course fees is fully settled and the student shall cease to pursue any further claims from FTMS for any other refund of the said course fees.

Range of Courses

FTMS reserves the right to cancel or vary any of the courses offered, or alter the composition of the relevant lecturing team as well as the venue for lectures should the circumstances so required.

SECTION 9: READING LISTS

ACCA Paper F1 – Accountant in Business (AB)

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional reading:

Accountancy Tuition Centre (ATC) International

Contact number: +44 (0) 141 880 6469

Website: www.atc-global.com

ACCA Paper F2 – Management Accountant

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International

Contact number: +44 (0) 141 880 6469

Website: www.atc-global.com

C. Drury, 2004, Management and Cost Accounting (6th edition), Thomson, ISBN18611525362

Wider reading, including relevant articles in ACCA's *Student Accountant*, an other management accounting journals is encouraged

ACCA Paper F3 – Financial Accounting

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International

Contact number: +44 (0) 141 880 6469

Website: www.atc-global.com

F Wood and A Sangster Business Accounting 1 FT Prentice Hall ISBN 0273681494

ACCA Paper F4 – Corporate & Business Law – Vietnam Variant

Examinable documents will also be available in the Exam Paper Resources section or by visiting the below:

http://www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca/fundamentals/cl/docs/

ACCA Paper F5 – Performance Management

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International

Contact number: +44 (0) 141 880 6469

Website: www.atc-global.com

C. Drury, 2004, Management and Cost Accounting (6th edition), Thomson, ISBN18611525362

C.T. Horngren, A. Bhimani, S.M Datar and G. Foster, 2005. Management and Cost Accounting (3rd Edition), FT Prentice-Hall ISBN

C. Emmanuel, D Otley, Accounting for Management Control, Chapman and Hall, ISBN 186152218

Wider reading, including relevant articles in ACCA's *Student Accountant*, an other management accounting journals is encouraged

ACCA Paper F6 – Taxation – Singapore Variant

Examinable documents will also be available in the Exam Paper Resources section or by visiting the below:

http://www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca/fundamentals/tx/docs

ACCA Paper F7 – Financial Reporting

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

ACCA Paper F8 – Audit and Assurance

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

Cosserat, G.W. (2004), *Modern Auditing, (Second Edition)*, John Wiley and Sons Ltd

Student accountant <http://www.ifac.org>

ACCA Paper F9 – Financial Management

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

D Watson, A Head, *Corporate Finance: Principles and Practice (3rd edition)*. FT Prentice Hall ISBN 0273684329

A Griffiths, D Wall, *Applied Economics (10th edition)* FT Prentice Hall ISBN 0273684329

J Van Horne, J Wachowitz, *Fundamentals of Financial Management (12th edition)*, FT Prentice Hall ISBN 0273685988

Wider reading is also desirable, especially regular study of relevant articles in ACCA's Student Accountant

ACCA Paper P1 – Professional Accounting

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International

Contact number: +44 (0) 141 880 6469

Website: www.atc-global.com

Solomon, J (2006), Corporate governance and accountability, Second edition, Chichester: John Wiley and Sons.

Monks, A.G. and Minow, N. (2004), Corporate governance. Third edition. Malden MA: Blackwell.

Crane, A & Matten, D. (2006), Business ethics (Second edition), Oxford: Oxford University Press.

Gray R, Owen, D & Adams C (1995) 'Accounting and Accountability: changes and challenges in corporate social and environmental reporting'. Prentice Hall, London.

Solomon, J (2007), Corporate governance and accountability, Second edition, Chichester: John Wiley and Sons.

Mallin, C. (2007), Corporate governance (Second edition), Oxford: Oxford University Press.

ACCA Paper P2 – Corporate Reporting

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International

Contact number: +44 (0) 141 880 6469

Website: www.atc-global.com

'Manual of Accounting – UK GAAP 2006' – PwC Wolters Kluwer (UK)

ACCA Paper P3 – Business Analysis

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

Primary Texts:

Johnson G. Scholes K and Whittington R, Exploring Corporate Strategy (seventh edition), Prentice Hall (2005)

Harmon P, Business Process Change, Morgan Kaufman Publishers (2003).

Chaffey D, E-Business and E-Commerce Management (second edition), Prentice Hall (2004)

Bratton J and Gold J, Human Resource Management, Palgrave Macmillian (2003)

Secondary Texts:

Tricker R and Sherring-Lucas B, ISO 9001:2000, Butterworth Heinemann (2001)

Pande P and Holpp L, What is Six Sigma?, McGraw-Hill 92002)

Grundy T and Brown L, Strategic Project Management, Thomson Learning (2002)

Schwalbe K, Introduction to Project Management, Thomson Course Technology (2006)

ACCA Paper P4 – Advanced Financial Management

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

Stern, Joel, M., and Chew, Donald, H. , (2003) The Revolution in Corporate Finance, 4e, Blackwell Publishing ISBN 1-40510-781-2

Buckley, Adrian, *Multinational Finance*, 5e, FT Prentice Hall ISBN0-27368209-1

Chisholm, Andrew, M., *An Introduction to Capital Markets – products, strategies and participants*, Wiley Finance ISBN 0-471-49866-1

Koller, Tim, Goedhardt, Marc, and Wessels, David (2005) *Valuation – measuring and managing the value of companies*, Wiley, ISBN 0-471-70221-8

I Demirang and S Goddard, *Financial Management for International Business*, McGraw Hill, ISBN 0077078691

Ryan, Bob (2006), *Corporate Finance and Valuation*, Thompson Press, ISBN 978-1-84480-271-5

Wider and regular reading of articles in the *Student Accountant* and finance journals is encouraged.

ACCA Paper P5 – Advanced Performance Management

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International

Contact number: +44 (0) 141 880 6469

Website: www.atc-global.com

C Drury *Management and Cost Accounting* (6th Edition) International Thomson Business Press ISBN 1844800288

J Hope, R Fraser *Beyond Budgeting* (1st Edition) Harvard Business School Press ISBN 1578518660

Wider and regular reading of articles in the *Student Accountant* and finance journals is encouraged.

ACCA Paper P7 – Advanced Audit and Assurance

ACCA's approved publishers:

BPP Professional Education

Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch

Contact number: +44 (0) 118 989 0629

Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

Student Accountant including relevant financial reporting articles and technical auditing and financial reporting update <http://www.ifac.org>

CAT Paper 1 Recording Financial Transaction

Wood, F., Robinson, S., *Book-keeping and Accounts (4th edition)* - Sections 1,2 and 3) Pitman Publishing
Cox, D., Fardon, M., *Cash and Credit Accounting - NVQ Level 2 Accounting*. Osborne Books. This is a tutorial and workbook.
Whitehead, G., *Book-keeping (5th edition)* - Chapters 1-10. Made Simple Books, Butterworth & Heinemann

CAT Paper 2 Information for Management Control

Carysforth, C., *Administration*. Heinemann Education

CAT Paper 3 Maintaining Financial Records

Giles, R., *A Complete Course in Business Accounting*. Stanley Thornes
Cox, D., *Business Accounts*. Osborne Books
Wood, F., Sangster, A., *Frank Wood's Business Accounting 1*. Pitman Publishing

CAT Paper 4 Accounting for Cost

Lucey, T., *Costing (5th edition)* - Section 1,2 & 3 plus Section 4 (Chapter 18/19) and Section 5 (Chapters 24/25), DPP
Pizzey, A.V. & Chapman, P., *Cost & Management Accounting (3rd edition)* - Parts I - III and part V (section 17), Chapman
Skidmore, D., *How to pass Series: Costing*, LCCI

CAT Paper 5 Managing People and Systems

Edwards, J., Lewis, C., *Business Computing Primer*. Pitman Publishing
Knott, G., Waite, N., *Information Technology*. Business Education Publishers
Child, J., *Organisation: A Guide to Problems and Practice (2nd edition)*. Chapman
Handy, C., *Understanding Organisations (4th edition)*. Penguin
Huczynski, A., Buchanan, D., *Organisational Behaviour (3rd edition)*. Prentice Hall
Mullins, L.J., *Management and Organisational Behaviour (4th edition)*. Pitman
Pugh, D., *Organisational Theory (4th edition)*. Penguin
Towers, B., *The Handbook of Human Resource Management (2nd edition)*. Blackwell

CAT Paper 6 Drafting Financial Statements

Black, G., *Students' Guide to Accounting and Financial Reporting Standards*. Letts
Wood, F., *Frank Wood's Business Accounting 1*. Pitman Publishing
Wood, F. & Sangster, A., *Frank Wood's Business Accounting 2*. Pitman Publishing
Gillespie, I., Lewis, R. & Hamilton, K., *Principles of Financial Accounting*. Prentice Hall

CAT Paper 7 Planning, Control and Performance Management

Weetman, P., *Management Accounting - An Introduction*. Pitman Publishing
Dodge, R., *Foundations of Cost and Management Accounting*. Chapman & Hall
Lucey, T., *Costing (5th edition)*. DP Publications
Pizzey, A.V. & Chapman, P., *Cost and Management Accounting (3rd Edition)*. Chapman

CAT Paper 8 Implementing Audit Procedures

Millichamp, A.H., *Auditing*. Letts Educational
Woolf, E., *Auditing Today*. Prentice Hall

CAT Paper 9 Preparing Taxation Computations

Singapore Tax Workbook CCH Asia Ltd

CAT Paper 10 Managing Finances

Brayshaw, R.E., *The Concise Guide to Company Finance and its Management*. Chapman Hall
McLaney, E.J., *Business Finance for Decision Makers*. Pitman Publishing
Millichamp, A.H., *Auditing*. Letts

Wider reading is also desirable, especially regular study of relevant articles in the ACCA Students' Newsletter.