



AMENDMENT TO A TRAINING AGREEMENT

Complete and submit this form to notify BICA of a change in the status of a chartered accountant student's training agreement.

Please return this form to:

BICA Plot 50374, Block 3, Fairgrounds Financial Centre
Private Bag 0021 Gaborone, Botswana
Tel +267 397 2992 Email student@bica.org.bw

STUDENT DETAILS	
Name <small>(title/forename/surname)</small>	
Student registration number	<input type="text"/>
Address	Telephone <small>(daytime)</small>
	Email
Country	

TRAINING ORGANISATION DETAILS	
Name	
Training office number	<input type="text"/>
Office address <small>(where student is based)</small>	Telephone <small>(daytime)</small>
	Email
Country	In case of queries please contact

The notifications below may be signed for on behalf of the authorised training employer (ATE) by an appropriate member of staff. The exception to this is for a cancellation where the ATE does not feel the student is fit and proper to continue training. This must be signed by the qualified person responsible for training (QPRT) or BICA authorised deputy.

Signature	<input type="text"/>	Date	<input type="text"/>
			<small>DD MM YY</small>
Print name	<input type="text"/>	Member number	<input type="text"/>
QPRT/deputy	<input type="checkbox"/> yes <input type="checkbox"/> no		
Job title	<input type="text"/>	In case of queries, contact number	

AMENDMENT DETAILS	
This form gives details of a (please put a cross in the appropriate box)	
<input type="checkbox"/> Change of office within our training organisation (see section A)	<input type="checkbox"/> Cancellation (see section C)
<input type="checkbox"/> Training agreement duration amendment (see section B)	<input type="checkbox"/> Suspension application (see section D)

DATA PROTECTION-our commitment to you
The protection of personal privacy is an important concern to the BICA and any personal data collected will be treated in utmost confidentiality. The information collected by BICA, may be used for statistics and profiling, communications and research purposes, examination and training administration, billing and risk assessment purposes and enable us to keep up to date with relevant product and service developments. This information may be shared with third parties in pursuit of the above.

A. CHANGE OF OFFICE WITHIN OUR TRAINING ORGANISATION

Date left old office
DD MM YY

Date joined new office
DD MM YY

Training office number

Office address
(where student is based)

Telephone
(daytime)

Email

Country

B. TRAINING AGREEMENT DURATION AMENDMENT

Original agreement duration

New agreement duration

- A training agreement is for three to five years, and any changes in duration may not exceed these limits.
- Where a training agreement is being reduced, the work experience requirements must have been met at the point of completion.
- Training agreements are normally only extended to meet work experience requirements.

C. CANCELLATION

You must complete this section in cases where your student's training agreement has come to an end prematurely.

The training agreement was cancelled by: the organisation, the student, mutual agreement.

The training agreement was cancelled because...

The date the training agreement was ended/will end
DD MM YY

At the point the training agreement ended/will end was the student (in due time) a fit and proper person to be admitted to membership?

Yes No. If no, please give details below.

Please note: if you do not answer the above questions it will be taken by BICA that you are certifying that there were no reasons (eg, fit and proper/criminal/disciplinary matters) at the training agreement's termination why the student, upon satisfactory completion of approved training, should not be admitted to BICA membership.

D. SUSPENSION APPLICATION

I apply to suspend the training agreement for the following reason.

If approved, the suspension should be registered from
DD MM YY

I expect the suspension to end on or about
DD MM YY

When the student returns to work, please inform the Training Department. For further information on suspensions please see the regulations or contact student@bica.org.bw