



APPLICATION FOR CREDIT FOR PRIOR LEARNING

For those with qualifications listed in CPL Directory

How to apply:

- Make sure you have paid and are registered as an independent student or are BICA student with a training agreement
- fill in your personal details below
- attach all the evidence required to support your application, see overleaf
- sign/date the form and return it to the address at the bottom of this page along with your supporting evidence

The award of credit is entirely at the discretion of BICA

PERSONAL DETAILS

Please complete in block capitals

Name(title/forename/surname) _____

Contact address:

Telephone: _____

Email: _____

Date of birth: ____ / ____ / ____
 DD MM YY

University/college: _____

Full title of degree (if applicable): _____

Professional qualification: _____

BICA student no _____

Country _____

Please return completed application form to:

Postal Address: The Director
 Training and Professional Development
 BICA – Fairground Financial Centre
 P/Bag 021, Gaborone, Botswana
 Or

Physical Address: Botswana Institute of Chartered Accountants
 Plot 50374, Block 3, Third Floor.
 Fairground Financial Centre
 Gaborone, Botswana

Signature _____

Date ____ / ____ / ____
 DD MM YY

I understand that by signing this form I am confirming that:

- I have passed all modules relevant to my credit application
- I accept responsibility for any further preparation that may be necessary to address knowledge gaps
- I have not previously sat the exam for which I am applying for credit
- I am already registered with BICA as a BICA student

CREDIT FOR PRIOR LEARNING

HOW TO APPLY

Please check our directory for credits that are currently available

To apply for credit for Professional Stage papers please tick the papers listed below and return both pages of the application form and supporting evidence to the address shown on the front page.

Evidence of payment should be submitted with your application. Payment can be made by depositing the applicable amounts into the following BICA accounts at **Stanbic Bank Fairgrounds Branch**:

1. The GBP amount must be paid into Account No. 9060001710570 BICA
2. The Pula amount must be paid into Account No. 9060000684207 BICA

There is a non-refundable fee for each subject for which credit is sought. If applying for more than one subject please ensure you have calculated and deposited the correct amount.

PROFESSIONAL STAGE PAPERS								
<input type="checkbox"/>	Accounting	£ 70 + P50 Admin. fee	<input type="checkbox"/>	Management Information	£ 70 + P50 Admin. fee	<input type="checkbox"/>	Financial Management	£ 90 + P50 Admin. fee
<input type="checkbox"/>	Assurance	£ 70 + P50 Admin. fee	<input type="checkbox"/>	Principles of Taxation	£ 70 + P50 Admin. fee	<input type="checkbox"/>	Business Planning: Taxation	£ 90 + P50 Admin. fee
<input type="checkbox"/>	Business and Finance	£ 70 + P50 Admin. fee	<input type="checkbox"/>	Audit and Assurance	£ 90 + P50 Admin. fee	<input type="checkbox"/>	Tax Compliance	£ 90 + P50 Admin. fee
<input type="checkbox"/>	Law	£ 70 + P50 Admin. fee	<input type="checkbox"/>	Financial Accounting & Reporting	£ 90 + P50 Admin. fee	<input type="checkbox"/>	Business Strategy	£ 90 + P50 Admin. fee

Please tick all papers for which credit is sought.

Supporting documents required:

- A copy of deposit slip
- Evidence of membership of your professional body where applicable
- Details of examination passes in form of statement of achievement
- Copies of originals must be sent. Internet print outs will not be accepted

Signature _____

Date ____ / ____ / ____