

RICHMOND ACADEMY

Papers	Cost	Day	Time	Lecturer
Business and Technology – (BT)	\$60,000	Tues.	5:30pm	D. Campbell
Management Accounting – (MA)	\$60,000	Wed	5:30p.m	M. Smith
Financial Accounting – (FA)	\$60,000	Mon.	5:30 pm	R. Hansel

ACCA Fundamental Level- Knowledge Module

ACCA Skills Module

Papers	Cost	Day	Time	Lecturer
Corporate & Business – (LW) Law	\$70,000	Thurs	5:30p.m	K. Watson
Performance Management- (PM)	\$70,000	Tues	5:30p.m	M. Smith
Taxation- (TX)	\$70,000	Thurs	5:30 pm	J. Cole-Smith
Financial Reporting- (FR)	\$70,000	Mon	5:30 pm	S. Donaldson/
Audit and Assurance—(AA)	\$70,000	Sat	10:00 am	D. Taffe
Financial Management – (FM)	\$70,000	Wed	5:30pm	S. Donaldson

ACCA Professional Level

Papers	Cost	Day	Time	Lecturer
Strategic Business Leader – (SBL)	\$95,000	Tues/ Thurs	5:30 pm	S. Allen
Strategic Business Reporting (SBR)	\$90,000	Mon.	5:30 pm	S. Donaldson
Advanced Audit & Assurance – (AAA)	\$90,000	Sat & Wed	1:00 pm 5:30 pm	D. Taffe
Advanced Performance Management (APM)	\$90,000	Wed	5:30 pm	S. Allen

Note: Course fee includes tuition, tutorials and workshop.

Registration procedure

To complete registration **ALL** students are required to;

1. Complete the registration form
2. Provide 1 passport sized photograph and a proof of address (ACCA welcome letter, Utility bill, National ID or Driver's License) (new students only)
3. Pay the registration fee of \$2,500.00 (cash) and choose a payment plan.

Payment Plans

Students must choose one of the following options:

1. Full payment upon registration. Students registering for two or more papers will be entitled, once full payment is being made, to a discount of 5%.
2. Payment in two (2) parts - 60% of the total course fee upon registration with the balance due at the end of the following month.

Any unpaid balance will attract a 10% charge.

Where students do not comply with the payment plan chosen, the Academy reserves the right to bar such students from attending classes.

Refund & Transfer Policy

UPON COMPLETION OF THE REGISTRATION PROCESS, FEES MAY BE REFUNDED ONLY IN THE FOLLOWING CIRCUMSTANCES **OR** TRANSFERRED AS NOTED BELOW:

1. Where the Academy is unable to provide classes as scheduled, school fees will be refundable in full.
2. School fees will be transferable to another class upon the external examination body granting any exemption subsequent to the payment of fees.
3. Where the student is unable to continue classes for medical reasons, any unexpired portion of the fees may be refunded, upon provision of documented proof.
4. Refund of school fees paid by a company on a student's behalf, will be made payable to the company and not the student, providing the other conditions for refund have been satisfied.
5. Students will be allowed to change class/es within the same level (at no extra cost) during the first week after results have been Issued only with the permission of the Dean of Studies.
The request must be made in writing or sent via email.
6. Where a student has failed a course (done at the Academy) and is unable to pursue the course for which he/she is currently registered, fees already paid may be transferred for one term only, subject to a 20% deduction.

The request must be made in writing within one week of the publication of exam results.

7. School fees are not transferable from one student to another.

Failure to adhere to any of the above conditions may result in the denial of your request.



Richmond Academy

**Jamaica's only
ACCA**

Approved Learning Partner (ALP)

**ACCA TIME-TABLE
CLASSES COMMENCE ON
JANUARY 20, 2025**

**72 Half Way Tree Road, Kingston 10
Tel: 968-0129, 908-3353 or 564-9630(d)
Email: richmondacademy@cwjamaica.com**

