

RICHMOND ACADEMY

Foundations In Accountancy (FIA)/(ACCA)

Introductory Certificate in Financial & Management Accounting

Papers	Cost	Day	Time	Lecturer
FA1- Recording Financial Transactions	\$45,000	Tues.	5:30 pm	E. Foster
MA1 – Management Information	\$45,000	Mon.	5:30 pm	S. Coke

Intermediate Certificate in Financial & Management Accounting

Papers	Cost	Day	Time	Lecturer
FA2 – Maintaining Financial Records	\$55,000	Thur.	5:30 pm	E. Foster
MA2 – Managing Costs & Finance	\$55,000	Wed.	5:30p.m	S. Coke

Diploma in Accounting & Business

Papers	Cost	Day	Time	Lecturer
F1/T/B – Technology & Business	\$60,000	Tues.	5:30 pm	D. Campbell
F2/FMA – Management Accounting	\$60,000	Wed.	5:30 pm	M. Smith
F3/FFA – Financial Accounting	\$60,000	Mon.	5:30 pm	R. Hansel

Papers	Cost	Day	Time	Lecturer
FAU – Foundations in Audit	\$60,000	Sat.	1:00 pm	D. Taffe

Certified Accounting Technician (choose any two)

Note: Course fee includes tuition, tutorials which are held on Saturdays and workshop which are held in the fifth month of the term on the weekend.

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, once full payment is being made for two or more subject, gets 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.

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 refunded in full should the external examination body grant 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 classes 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.



"LEARNING TODAY....LEADING TOMORROW"



Richmond Academy

Jamaica's only
ACCA

Approved Learning Partner (ALP)

FIA 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

