

## **ACCAONE**

These terms and conditions are between you and Kaplan Financial Limited (referred to as “we”, or “us”) and shall apply to your enrolment in ACCAONE, which provides you with a subscription for Kaplan’s ACCA OnDemand course (referred to as your “Subscription”).

### Enrolment

1. To enroll on a Kaplan course you need to fill in the online form via our website. After submitting the form you are formally accepting these terms and conditions for your Subscription.
2. You acknowledge the fact that it is your sole responsibility to get registered and/or become a registered student of ACCA, which will be your professional accountancy body for your course as required. Kaplan can advise you on registration matters, but it is your ultimate responsibility to arrange this yourself.
3. By enrolling on ACCAONE you hereby acknowledge that Kaplan will share information with ACCA about whether you have paid or cancelled your Subscription. This is for the purpose of facilitating your student registration with ACCA and the addition of exam credits to your ACCA account.
4. No hard copy material of the course is provided when using the Subscription service. The integrated workbook will only be available in pdf format.

### Payment

1. Depending on which Subscription plan you choose (monthly, quarterly, or annually) charges will vary. You can place your order directly on our website and pay by debit or credit card, which will become your registered card details for subsequent payments. You will be asked for your card details at the checkout where you can pay securely. Your order will then take 48 hours to be completed.
2. For subsequent payments, we will invoice you for payment either monthly, quarterly, or annually (depending on your selected Subscription plan) until you cancel your Subscription in accordance with paragraphs 2 or 4 of the Subscription section below. You will be sent email reminders 1 week before payment is due.
3. If payment by the Subscription due date fails, a notification email is sent to you. We will then try to take payment again after 3 days, if it fails again we will attempt to take payment after 5 days. Finally, if payment continues to fail, after 7 days your Subscription will be canceled and your access to the course will cease. As soon as payment is received the course will be made active again.

4. If payment fails and your Subscription is cancelled this will also cancel your ACCA student registration and result in the removal of any remaining exam credits from your ACCA account.

## Subscription

1. Your Subscription fees are payable to Kaplan in Euros or US Dollars.
2. If you decide to cancel your Subscription, you are not entitled to a refund for any previous months paid monthly, quarterly or annually.
3. Your Subscription will automatically renew unless we inform you otherwise or you notify us in advance in accordance with paragraph 4 below.
4. If you decide to cancel or not renew your Subscription, you can do this online via your MyKaplan account or get in touch with our customer services team via email at [nathan.thompson@kaplan.co.uk](mailto:nathan.thompson@kaplan.co.uk).
5. If you decide to upgrade or downgrade your Subscription plan you need to get in touch with our customer services team via email.
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