



STUDENT HANDBOOK – June 2017

ANSA India Private Limited

'E', Third Floor, Shakthi Towers, No:766, Annasalai, Chennai – 600002, Tamil Nadu, India.

Phone: 044 – 42021283, Mail to: info@ansaindia.in

Website: www.ansaindia.in

From the desk of the Director

Dear Students

Vanakkam.

Congratulations on joining ANSA family! Yes, I can assure you that you will be looked after with necessary care and concern such that you feel ANSA is your “home away from home”. Here at ANSA we inculcate professional, ethical and human values together with social responsibility to make you an innovative, strategic-thinking accountant that our dynamic world needs. If you are willing to take one step forward, we at ANSA will take ten steps in your journey to become a global accounting professional much sought after by the industry.

For most of you, this is a first step you are taking to become a professional in the field of your choice. The comfort of your journey is directly proportional to the efforts, sincerity, and dedication you show towards it. We, the faculty and administrative staff, are here to direct all our energy and effort in making your journey as smooth and comfortable as possible. If at any time, you face stress or require special attention and advice or mentorship, do not hesitate to get in touch with any one of us – we shall be happy to ‘guide’ you in such situations to the best of our abilities.

I am sure that your academic pursuit in ANSA will be fruitful and enjoyable and the time spent will be a memorable one.

Wish you good luck!



Suresh C S
Director

PERSONAL INFORMATION

Name : _____

ACCA Registration No : _____

ANSA Registration No : _____

Date of Birth : _____

Email ID : _____

Mobile No : _____

Landline : _____

Blood Group : _____

Address : _____

Table of Contents

1.	ANSA India Private Limited	1
	1.1 The Institution	1
	1.2 Our Vision	1
	1.3 Our Mission	1
2.	ACCA Qualification	2
	2.1 An Outline	2
	2.2 Entry Requirements.....	3
	2.3 ACCA Registration	4
	2.4 ACCA Examination rules, timetables, fees and resources	5
	2.5 ACCA Connect.....	8
3.	Ethics modules in ACCA.....	9
	3.1 Overview	9
	3.2 Foundations in Professionalism	9
	3.3 Professional Ethics Module.....	9
4.	Practical Experience Requirements (PER) for Membership.....	10
	4.1 Overview	10
	4.2 Performance Objectives.....	10
	4.3 Process of completing the PER.....	11
	4.4 Relevant Roles.....	11
	4.5 Practical Experience Supervisor	12

5.	BSc (Hons) in Applied Accounting from Oxford Brookes University (OBU) while you do your ACCA	13
6.	Further Studies	15
6.1	MSc in Professional Accountancy from University of London (UoL)	15
6.2	Oxford Brookes Global MBA	15
7.	The ANSA Student	16
7.1	Overview	16
7.2	Code of Conduct	16
7.3	Student Policies	17
8.	ANSA Admin	21
8.1	Fee Structure	21
8.2	Facilities at ANSA	21
9.	Tutors	22
10.	ANSA Contact Details	25
10.1	Contact Details	25
11.	Course Timetable – June 2017	25

Table of Tables

Table 1 : Qualification required for Non-graduates for ACCA registration	3
Table 2 : Exam entry deadlines	6
Table 3 : Exam fees (in GBP)	6
Table 4 : Time table for March 2017 exam session	7
Table 5 : Time table for June 2017 exam session	7
Table 6 : Time table for September 2017 exam session	7
Table 7 : Schedule for payment by instalments	18
Table 8 : Fees structure	21

Table of Figures

Figure 1: Composition of Foundation in Accountancy (FIA) qualification	2
Figure 2: Fourteen Papers for the ACCA qualification	3
Figure 3 : Performance Objectives	10
Figure 4 : Process of completing PER	11
Figure 5 : Process of achieving the BSc (Hons) in Applied Accounting	13

1. ANSA India Private Limited

1.1 The Institution

ANSA India Private Limited is a premier training company with focus on creating strategic-thinking accountants having professional, ethical and human values heavily in demand in today's world. The objective of ANSA is to train and coach the candidates who aspire for ACCA professional qualification. ANSA has been accredited Gold Status as Approved Learning Partner (ALP) of ACCA.

ANSA has been offering ACCA course in Chennai, India since 2009. The reputation of ANSA has been built on the high quality academic and professional support delivered by qualified and committed tutors. ANSA was the first institute in South India to receive the Approved Learning Partner – Gold status from ACCA. ANSA ensures quality check at every stage and offers students value additions for obtaining ACCA qualification and a professional career.

Through this specialised training, ANSA proposes to provide professional assistance to students by efficient use of their time in obtaining the ACCA degree. ANSA is well equipped with experienced professional tutors having specialized knowledge, experience, and a good understanding of the ACCA curriculum thus ensuring the highest quality of both classroom and off-classroom support for students. With the support of counselling facilities, learning at ANSA is more relaxed and easy.

1.2 Our Vision

Empowering Accounting Technicians

ANSA's long-term vision is to create accountants who are techno and technically savvy and they are professionally aware and fully empowered in taking right decisions both in their live and livelihood.

1.3 Our Mission

ANSA strives to impart holistic education to its students and inspire a lifelong passion for learning through a unique blend of curricular, experiential, and values based approach delivered within a student centric, conducive learning environment. ANSA aims to enhance intellectual, personal, and professional growth and bring out smart professionals into the global society.

2. ACCA Qualification

2.1 An Outline

ACCA is the world's fastest-growing gateway to the accountancy profession, helping people become successful accountancy professionals. Its global reputation is so strong that there are about 188,000 members and 480,000 students in 178 countries. ACCA also works with 7,400 approved employers and with over 80 accountancy partnerships worldwide¹.

The ACCA (Association of Chartered Certified Accountants) offers two core qualifications:

- A Foundation level suite of awards collectively referred to as **Foundations in Accountancy (FIA)**, which provides entry to the ACCA Qualification for students before completing 12th Standard. The range includes certificates, diplomas and a technician-level qualification.

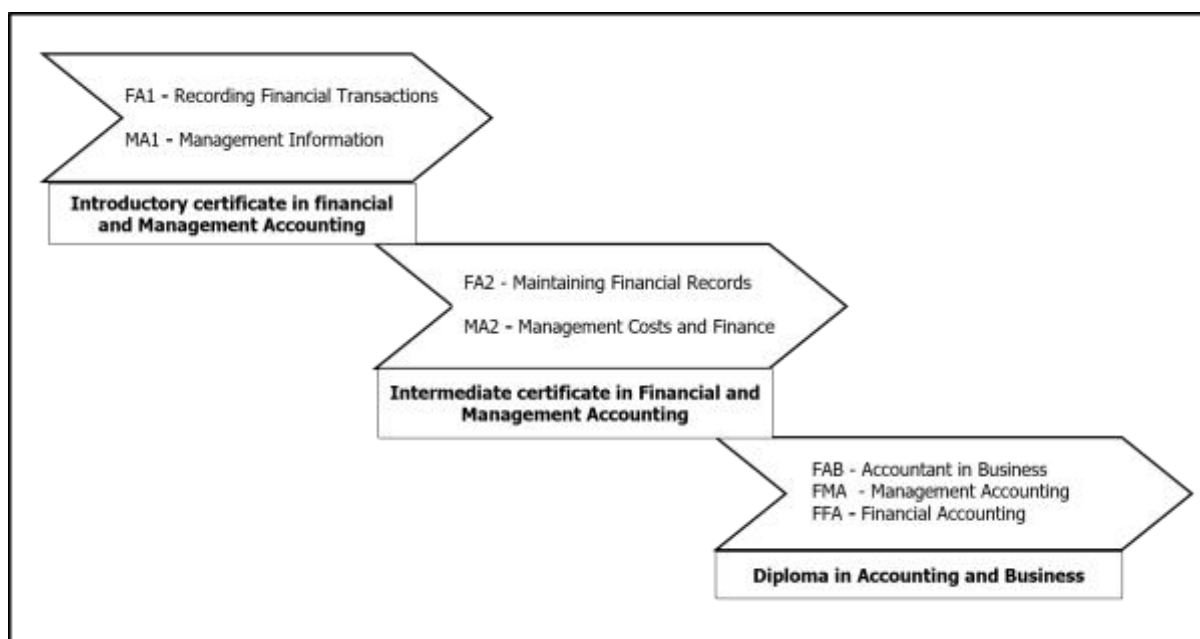


Figure 1: Composition of Foundation in Accountancy (FIA) qualification

- The **ACCA professional qualification**, which enables students to reach the highest level in accountancy, after completing 14 papers (if no exemptions awarded), an online “Professional Ethics” module, and 3 years of practical experience requirement (PER).

¹ <http://www.accaglobal.com/gb/en/about-us.html>

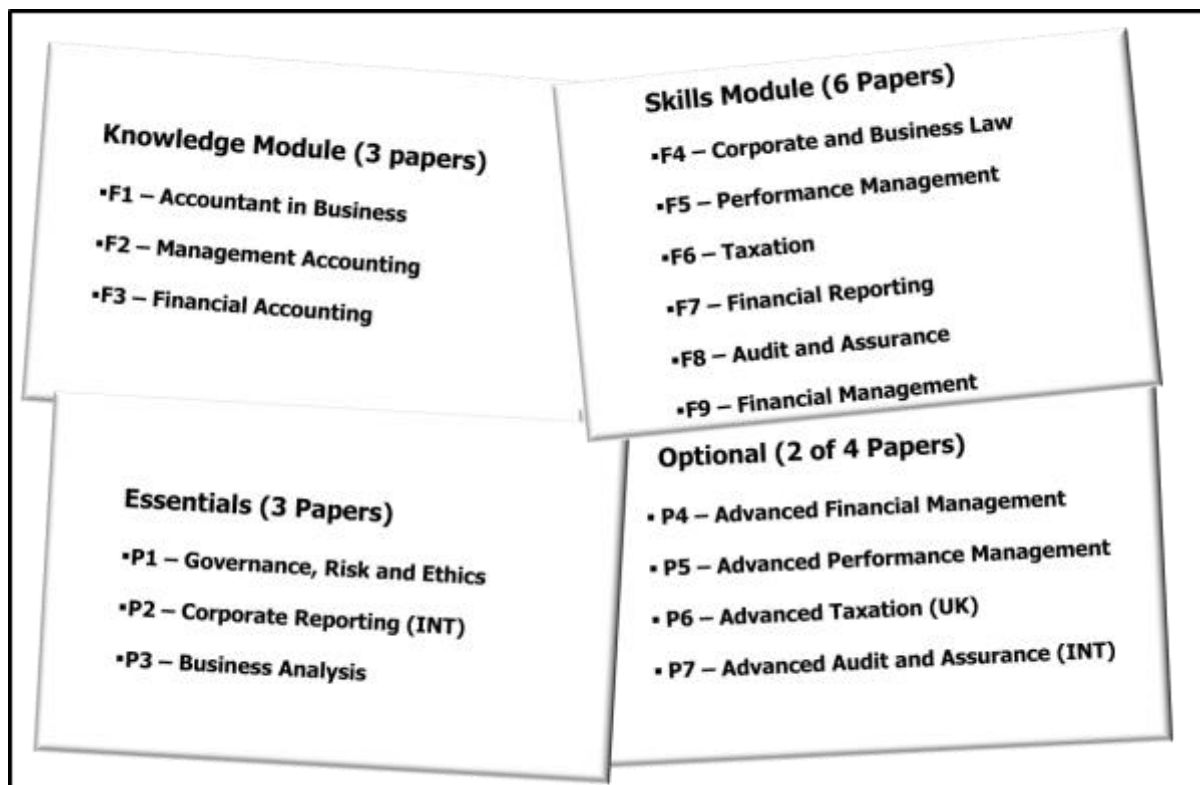


Figure 2: Fourteen Papers for the ACCA qualification

2.2 Entry Requirements

Anyone is eligible to pursue the ACCA qualification but depending on their existent qualifications will start on a certain entry level.

- The qualifications required for **ACCA** registration are as below:
 - Non-graduates need to have two A Levels and three GCSEs in five separate subjects (including English and Maths) so they can start at F1-F2-F3 level of the professional qualification. The equivalent Indian qualifications are given in **Table 1**.

Table 1 : Qualification required for Non-graduates for ACCA registration

Qualification	Requirement
12 th standard - India School certificate/Intermediate Certificate/Higher School certificate/Higher secondary certificate/Pre-university certificate	This qualification will be sufficient for registration provided the student has passed 5 subjects (at least 3 in year XII) including English and Mathematics/Accounts with mark of 65% in at least 2 subjects and over 50% in the others. For higher secondary certificate the marks are out of 200 in each subject, over 130 meets the

Qualification	Requirement
	65% requirement and over 100 meets the 50% requirement.
All India Senior Secondary/Senior Secondary School examination	This qualification will be sufficient for Registration provided the student has passed 5 subjects including English and Mathematics/Accounts, with mark of 65% in at least 2 subjects and over 50% in the others.
Polytechnic/College of Technology Diploma (Two years)	Sufficient for registration on completion of the two-year course.

- Graduates can register for ACCA and may also be eligible to claim some exemptions at F1-F9 level of the professional qualification if they hold a relevant degree. Exemptions can be checked online on the “ACCA Exemptions calculator²”. However, no exemptions are given for the paper P1 to P7 at the professional level of the examination.
- Students who do not meet the above qualifications can register through the FIA qualification route to gain entry to the ACCA qualification.

2.3 ACCA Registration

Students need to register with ACCA in order to appear for the exams. Registration can be done online at www.accaglobal.com or by submitting a paper application form that can be obtained from ACCA Connect (given in chapter 2.4). ANSA provides assistance in registering the students with ACCA by collating the required documents and making the application on their behalf.

Supporting documentation that is required for the ACCA registration are given below³:

- Soft copy of proof of relevant qualifications such as mark sheets and completion certificates in PDF format with size less than 2 MB.
- Soft copy of proof of identity in PDF format with size less than 2 MB.

²<http://www.accaglobal.com/gb/en/qualifications/apply-now/exemptions.html>

³<http://www.accaglobal.com/gb/en/qualifications/apply-now.html#supportingdocs>

- Soft Copy of passport style photograph in BMP, GIF, JPEG or TIFF format with size less than 2 MB.

For online applications, the ACCA registration fee must be made by credit or debit card. For postal applications, the ACCA registration fee can be paid by credit or debit card, cheque, bank draft or postal order.

2.4 ACCA Examination rules, timetables, fees and resources

Exam session

The students, while pursuing ACCA qualification, can attempt up to a maximum of 4 papers per examination session, and a maximum of 8 papers per year, subject to ACCA progression rules.

The four examination sessions per year are held in:

- March
- June
- September
- December

Exam progression rules

As to progression rules, papers must be taken in accordance with the order of modules:

- Knowledge Module F1-F3
- Skills Module F4-F9
- Professional Module
 - Essentials P1-P3
 - Options P4-P7 (any 2)

The papers within the same module can be attempted in any order. When attempting exams for papers across modules (say papers from previous module still to be completed or re-taken), students need to register for the papers still left in a previous module along with any papers from next module.

Exam Entry Deadlines

The papers F1 to F4 are available only as on – demand computer based examinations (CBE) and can be taken up any time real time. The exam fees are directly payable to the CBE service provider.

For papers F5 to F9, the students have an option of taking them either as session Computer Based Exam or paper based exam. For papers P1 onwards only paper based exams are available. The students have to register for the papers that they wish to appear for in a particular exam session by paying the applicable exam fees. The Exam Entry Deadline for payment of fees for papers F5 onwards is given in **Table 2**:

Table 2 : Exam entry deadlines

Particulars	March 2017	June 2017	September 2017
Early exam entry opening date	9 August 2016	8 November 2016	7 February 2017
Early exam entry deadline date	14 November 2016	13 February 2017	15 May 2017
Standard exam entry deadline date	30 January 2017	1 May 2017	31 July 2017
Late exam entry deadline	6 February 2017	8 May 2017	7 August 2017

Exam Fees

The exam fees applicable for the various exams sessions are given in **Table 3**.

Table 3 : Exam fees (in GBP)

Particulars	Skill Level Exams (F4-F9)	Professional Level Exams (P1-P7)
March 2017 Early Entry	97	121
March 2017 Standard Entry	102	128
March 2017 Late Entry	261	289
June 2017 Early Entry	97	121
June 2017 Standard Entry	102	128
June 2017 Late Entry	261	289
September 2017 Early Entry	97	121
September 2017 Standard Entry	102	128
September 2017 Late Entry	261	289

Exam Resources

Various resources to support student exam preparation such as past exam question papers, specimen papers, technical articles, student accountant articles, ACCA app, etc. are made available to students by ACCA. All such resources can be accessed through the ACCA website⁴.

⁴<http://www.accaglobal.com/gb/en/student/exam-support-resources.html>

Time table

The time table for various exam sessions is as given below:

Table 4 : Time table for March 2017 exam session

Exam Timetable					
6 – 10 March					
	Monday	Tuesday	Wednesday	Thursday	Friday
2 0 1 7	F8	F7	F5	F6(UK)	F9
	P7(INT)	P2(INT)	P1	F6(MYS)	F4(MYS)
	P7(UK)	P2(UK)	P1(SGP)	F6(SGP)	F4(SGP)
	P7(IRL)	P2(IRL)	P5	P3	P4
	P7(SGP)	P2(SGP)		P6(UK)	
				P6(MYS)	

INT – International, UK – United Kingdom, MYS – Malaysia, SGP – Singapore, IRL – Ireland

Table 5 : Time table for June 2017 exam session

Exam Timetable					
5 – 9 June					
	Monday	Tuesday	Wednesday	Thursday	Friday
2 0 1 7	F8	F7	F5	F3	F1
	F2	P2	P1	F6	F4
	P7		P5	P3	F9
				P6	P4

Table 6 : Time table for September 2017 exam session

Exam Timetable					
4 – 8 September					
	Monday	Tuesday	Wednesday	Thursday	Friday
2 0 1 7	F8	F7	F5	F6(UK)	F9
	P7(INT)	P2(INT)	P1	F6(MYS)	F4(MYS)
	P7(UK)	P2(UK)	P1(SGP)	F6(SGP)	F4(SGP)
	P7(IRL)	P2(IRL)	P5	P3	P4
	P7(SGP)	P2(SGP)		P6(UK)	
				P6(MYS)	

INT – International, UK – United Kingdom, MYS – Malaysia, SGP – Singapore, IRL – Ireland

2.5 ACCA Connect

ACCA provides global support 24 hours a day, 7 days a week, 365 days a year. ACCA can be contacted through phone, email or web chat and a dedicated member of the connect team will be online to answer all queries at any time of the year.

ACCA Headquarters	
Address	The Adelphi, 1 – 11, John Adam Street, London, WC2N6AU.
Phone No	00 44 141 582 2000
Website	www.accaglobal.com
ACCA India	
Phone No.	0008 001 004 298
Mail ID	indiainfo@accaglobal.com
Website	www.accaglobal.com
ACCA Connect	
ACCA Connect	110, Queen Street, Glasgow, G1 3BX, UK
Phone No	00 44 141 582 2000
For student queries	students@accaglobal.com
For exam related queries	ExamsOperationsServices@accaglobal.com
To make a complaint against a member	complaintassessment@accaglobal.com

3. Ethics modules in ACCA

3.1 Overview

ACCA not only trains a student to be a good accountant, but also an accountant who is good. This is possible through the Ethics Module of ACCA. This module gives exposure to a range of ethical perspectives and includes several self-tests that require the students to reflect on their own ethical behaviour and values. This will be useful in maintaining and updating the ethics knowledge.

The ethics module are of two types:

- Foundations in Professionalism
- Professional Ethics Module

3.2 Foundations in Professionalism

The foundation in professionalism module is to be taken up by the students pursuing the FIA qualification and for students attempting papers F1 to F3 in the ACCA qualification in order to gain their certificate as a proof of completion. This is an online, interactive module, designed to help the students develop their understanding of what it means to act professionally and ethically in the work he/she carries out. This module can be completed before or after the exam component. There is no set time allocated to complete this module. ACCA encourages the student to complete the module at his/her own pace to allow each student to reflect on what he/she has learnt.

3.3 Professional Ethics Module

The Professional Ethics Module has to be completed by students pursuing the ACCA qualification in order to get their advanced diploma in accounting and business and to gain their membership. This module gives an exposure to a range of ethical perspectives and includes several self-tests which requires the students to reflect on their own ethical behaviour and values. This module is recommended to be taken up at the same time as or before the P1 examination. This module is also required to be completed before submitting the thesis as part of the B.SC (Hons) programme with Oxford Brookes University.

The foundations in professionalism module and the professional ethics module can be accessed via login.iam.accaglobal.com.

4. Practical Experience Requirements (PER) for Membership

4.1 Overview

PER is the need for the students pursuing ACCA to demonstrate relevant skills and experience within a real work environment in order to become an ACCA member. The student is also expected to complete 36 months of practical experience and Professional Ethics Module to obtain the ACCA membership.

PER can be gained:

- Prior to registering with ACCA
- While studying ACCA
- After the completion of the exams

4.2 Performance Objectives

Performance objectives are the benchmarks describing the types of work activities that students and affiliates⁵ will be involved in as trainee accountants. They are ACCA's indicators of effective performance. They set the minimum standard that you need to demonstrate in the workplace. These also include the values and attitudes the trainees should demonstrate as they fulfil their PER.

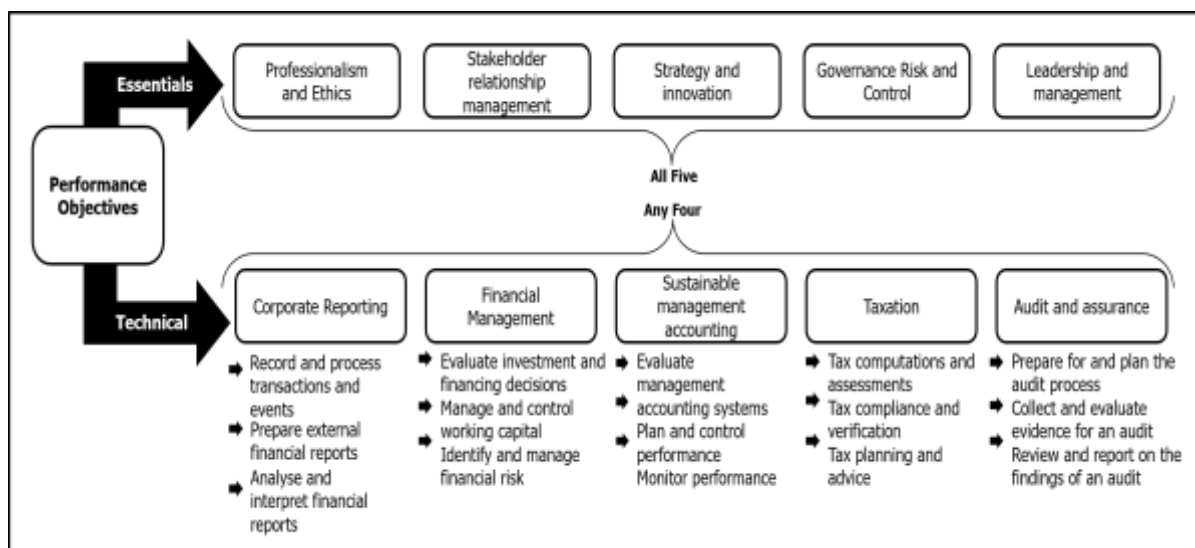


Figure 3 : Performance Objectives

⁵An Affiliate is one who has completed all the 14 papers of the ACCA qualification but yet to complete the PER and/or Ethics Module.

4.3 Process of completing the PER

The process for completing PER is given below:

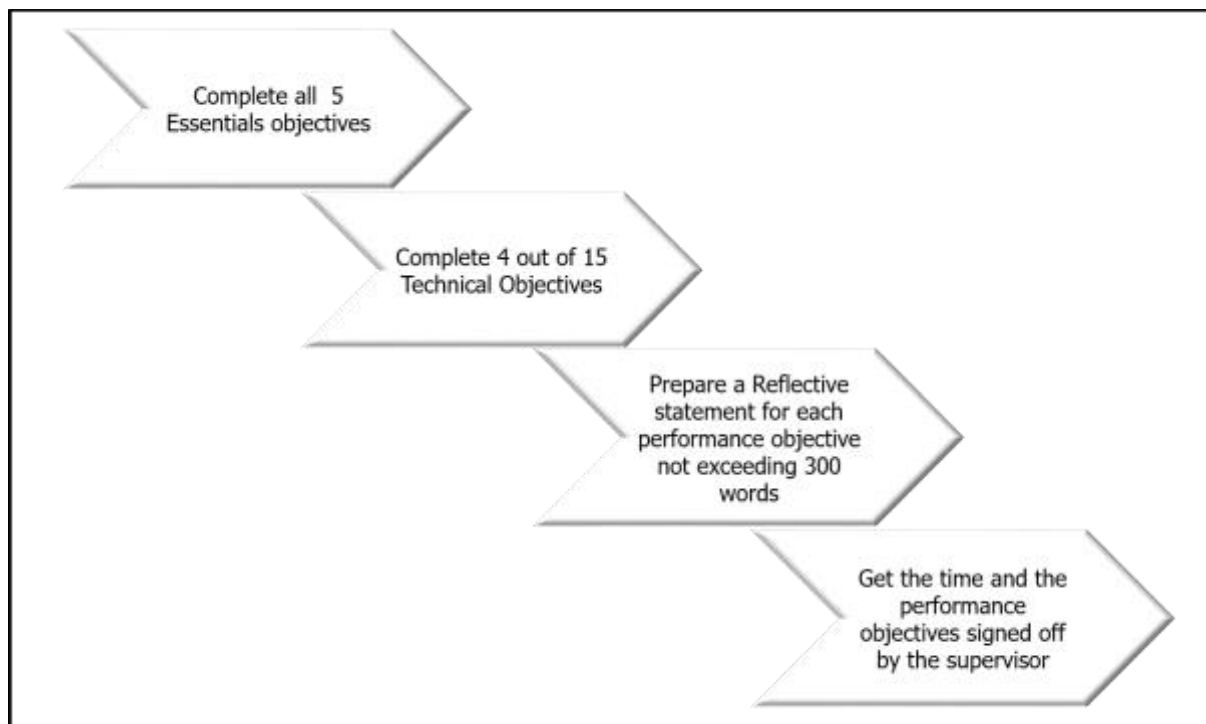


Figure 4 : Process of completing PER

4.4 Relevant Roles

The relevant roles for claiming PER can be:

- A job where majority of the time is spent on accounting, finance, audit and assurance, or in other technical areas such as taxation, insolvency and forensics will be accepted as relevant role for PER. Part time basis PER can be claimed if the job includes only some accounting and finance work.
- The number of hours worked and the percentage of time spent on accounting and finance is to be updated in login.iam.accaglobal.com so that the amount of time that can be claimed against PER is calculated. For example: if in a year, only half of your time is spent on accounting and finance, you can claim only 6 months and not 12 months as relevant time.
- ACCA trainees can work in any sector and size of organisation. The experience can be gained in a single role or continuous period and indifferent roles and different organisations. However, the PER record/log is to be updated regularly to keep track of the changes.

- Certain organisations are named as Approved Employers for providing ACCA PER training. The Approved Employer Programme has three different streams namely the Trainee Development Stream, Professional development stream, Practising Development Stream and employers can be awarded two levels of approval – Platinum or Gold. If your employer is a platinum or gold ACCA approved employer under the trainee development stream, performance objectives exemption can be claimed.

4.5 Practical Experience Supervisor

A practical experience supervisor supports the development of the student in the workplace and reviews the PER progress and achievements. They assess whether the student has met performance objectives.

The practical experience supervisor should be someone who:

- is a qualified accountant (A qualified accountant is a member of a professional accountancy or audit body recognised by law in the country in which you work or that is a member of IFAC (International Federation of Accountants)⁶).
- works closely with the student.
- knows the work of the student.

If the line manager is not qualified they can sign-off the time spent on the job and the student can choose a second qualified practical experience supervisor who works with the line manager to sign-off the performance objectives. This second practical experience supervisor could be another manager within the organisation, a consultant or the organisation's external accountants or auditors. An external accountant or auditor who knows the work of the student can also act as the practical experience supervisor and work with the line manager to sign-off the objectives. In the event that the practical experience supervisor is related to the student, he/she should disclose this to ACCA when they apply for membership.

⁶For students working in India, the Personal experience supervisor has to be a Qualified ACCA or Chartered Accountant or Cost Accountant

5. BSc (Hons) in Applied Accounting from Oxford Brookes University (OBU) while you do your ACCA

5.1 About the course

ACCA and Oxford Brookes University have worked together to develop a BSc (Hons) Degree in Applied Accounting, which is available exclusively to ACCA students who wish to obtain a degree while studying towards the ACCA Qualification. There are lots of benefits to completing the degree, the main one being a degree and a professional accounting qualification are a powerful combination of qualifications to have, putting the student in demand with employers and increasing your career prospects.

5.2 Eligibility

To be eligible for the BSc degree, the following requisites have to be met:

- The student should have opted-in to the BSc degree scheme
- The student should hold a recognised English language qualification certificate, which must be submitted and approved by ACCA, before passing F7, F8 and F9. Successfully passing paper F4 on or before June 2014 qualifies as Proof of English Proficiency. For students studying in India a score of above 60% in English in the 12th Standard Exam is recognised as proof of English proficiency.
- The student has to pass the three ACCA Fundamentals papers F7, F8 and F9 and pass (or gain exemption from) other papers as required to successfully complete all nine Fundamentals level papers at least two months prior to the start of the submission period in which the student is seeking to submit.

5.3 Process

The following process has to be followed in order to achieve the BSc (Hons) degree in Applied Accounting from Oxford Brookes University.

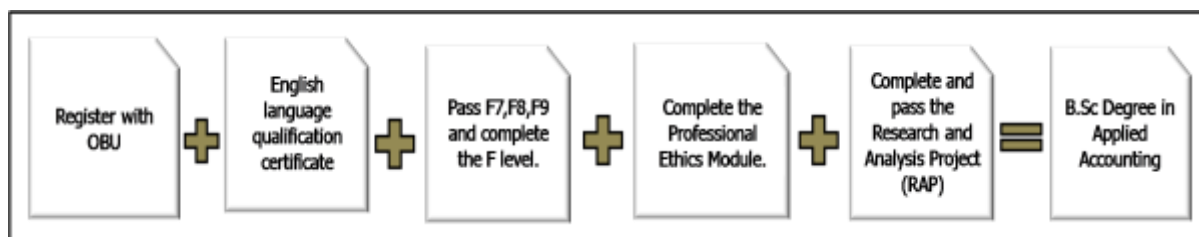


Figure 5 : Process of achieving the BSc (Hons) in Applied Accounting

Note: The degree must be completed within 10 years of the earliest date of the first examination pass or the date of the first ACCA exemption being granted.

5.4 Assessment of the Degree

For the purpose of achieving the degree the Research and Analysis Project has to be successfully completed. The Research and Analysis Project consists of two separate components:

- **Research Report** – It is a 7,500 word document on any one of the 20 research topics which analyses and evaluates the accounting and business information of an organisation.
- **Skills and Learning Statement** - It is a 2000 word statement that reflects on judgments that the student has made and/or actions that he/she has taken during the project work, well the objectives have been achieved, and come to a conclusion about the value of undertaking the research.

The Research and Analysis Project submissions and re-submissions should all be made via an online registration page and the details concerning the same can be found in www.accaglobal.com.

5.5 Mentor

The Oxford Brookes BSc degree programme instructs that students must have a Project Mentor to support and guide them as they complete the Research and Analysis Project.

The Project Mentor shall provide support with the preparation of your Research and Analysis Project, by providing advice and feedback to the student at appropriate times during the project activities. They will also be asked by Oxford Brookes University to confirm that they have been the Project Mentor and that the Research and Analysis Project is the students own work. Oxford Brookes University requires that the student has at least three meetings with the Project Mentor. The Project Mentor meetings should focus not only on the planning and research needed to prepare a good Research and Analysis Project, but also on the opportunity for the student to develop skills in listening, questioning and presenting the findings.

6. Further Studies

6.1 MSc in Professional Accountancy from University of London (UoL)

Students can place themselves at the forefront of ground-breaking change by studying for the world's first integrated master's programme with the University of London at the same time as taking their professional qualification with ACCA. The design of the MSc in Professional Accountancy has been customised with pathways for ACCA students, affiliates and members as below⁷:

- **Students** -To be eligible for the University of London MSc degree the ACCA student should have successfully completed papers P1, P2 and P3 in the essentials module of the professional level. Students will have to complete three modules, one of which is a project:
 - Strategic Financial Management;
 - Strategic Performance Management (which is recognised by ACCA as 'options' at the professional level); and
 - The Strategic Financial Project.

- **ACCA Affiliate/ ACCA Member** - Recognising the achievement of the ACCA Qualification, ACCA Affiliates and Members need only complete one module and one project to earn an MSc degree:
 - Global Issues for the Finance Professional
 - The Strategic Financial Project

6.2 Oxford Brookes Global MBA

Since 2001 ACCA and Oxford Brookes University have successfully combined their strengths as leaders in international education to produce a blended-learning Global MBA programme specifically designed for ACCA members. The Oxford Brookes Global MBA can be studied online* or intensively on-campus for one-week periods or a combination of both. ACCA members also have an added advantage of being able to accelerate the MBA programme with exemptions of up to 30 credits for finance and accounting related modules. Details regarding the structure of the course, fees and important dates can be found in www.accaglobal.com⁸.

⁷<http://www.accaglobal.com/gb/en/member/searchresults.html?q=msc+in+professional+accountancy+with+uol&q1=gb&x1=country>

⁸<http://www.accaglobal.com/gb/en/qualifications/glance/mba/overview.html>

7. The ANSA Student

7.1 Overview

Every student is encouraged to make the most of every opportunity given to him/her to develop and grow into the best person one can possibly be. ANSA expects each student to uphold the ideals and values of the institution, not only during the course of study with ANSA but throughout their life. Every student of ANSA should apply himself/herself to regular, systematic, and concentrated study. Such persistent effort will ensure that the student achieves a high level of academic/professional excellence and overall development.

Admission in ANSA mandates that students abide by the Code of Conduct of the institution.

7.2 Code of Conduct

- Students are expected to adhere to the various policies laid down in the handbook.
- Students are expected to bring their ID card for entry into classes. Tampering with/misuse of ID cards will result in withdrawal of this facility and students will not be allowed to continue classes until the issue is sorted with the management.
- Students are expected to attend classes regularly. Attendance is monitored on a daily basis and attendance requirements must be fulfilled by every student in each paper.
- Students are expected to exhibit professional behaviour while attending classes. Any action that generally interferes with the smooth delivery of the lecture, which includes the use of mobile telephones or other electronic devices, or any form of abusive verbal or written communication, could result in the breach of this code of conduct and the removal of students from ANSA.
- Students are expected to write all the tests and submit assignments on time. Any malpractice during tests by a student will result in him/her facing the stringent punishment as decided by the management.
- Every student is expected to dress modestly.
- Smoking, consumption of alcohol, etc. are strictly forbidden at ANSA.
- Littering is prohibited. Students are expected to keep the premises neat and clean.
- ANSA cannot be held responsible for any loss of personal properties of the students within the premises.

7.3 Student Policies

ANSA Registration &Enrolment

Students intending to attend classes with ANSA shall fill the Registration form (S01) and get themselves duly registered for the ACCA course upon payment of a one-time registration fee. Upon completion of the registration process, the terms and conditions of ANSA including refund, deferment policies issued by ANSA shall be accepted and signed by the student. This will be evidence of unconditional acceptance of the ANSA terms and conditions by the student, upon signing the registration form. After completion of these procedures, the student can start attending the first session.

For the subsequent sessions, students are required to complete the enrolment form (S02) with full personal particulars, including ACCA and ANSA registration numbers, choice of papers for the session, etc.

International Students

International students are those who travel to India from their own countries for the purpose of study. An admission letter will be issued to the international student for Visa only on receipt of full fees. Students who are in India pursuant to the terms of a study visa, should note that the Bureau of Immigration rules⁹, Government of India, apply to them during their stay in India. In the event that visa is refused by the Indian Government, all fees will be refunded except for the tax components.

International students who are absent for more than twice in a session are responsible for providing documentation, depending on the nature of the absence.

Payment Terms

After enrolment, students should pay the fees for the subjects enrolled. ANSA accepts payments by cash, credit/debit card, cheque, demand draft or through online transfer. A receipt confirming the payment received from the student will be provided.

⁹<http://boi.gov.in/content/registration-requirements-foreign-national>

All students shall make full payment of the fees before the commencement of a session. Concessions for payment in instalments are made on a case to case basis. In case of payment by instalments, only two instalments are allowed. The break up and time period of the same are provided in the **Table 7:**

Table 7 : Schedule for payment by instalments

Instalments	Components	Payment Dates
1 st Instalment	ANSA registration fees (if applicable), books, the service tax component and 50% of the tuition fees	Before the start of the classes
2 nd Instalment	Balance	Within one month from the start of the classes

Withdrawal & Refund policy

ANSA will not refund any money in case the student withdraws from the class after the commencement of the session. In case the student withdraws before the commencement of the session, the portion without applicable tax components will be refunded. Alternatively, the student may request ANSA to defer their enrolment on a subject to a later date (following sessions).

Non-Payment of Fees

Where any part of the fees due to ANSA by the student remains unpaid, even after request for payment (oral and written), ANSA has the right to exclude the student from attending classes, at the discretion of the Directors of ANSA. The Directors gives the student seven days' notice in writing of his/her intention to exclude the student. The student is expected to make use of the opportunity given, to make the payment.

Cancellation Policy

ANSA reserves the right to vary or cancel any of the classes, change the venue where the classes are conducted, etc. In the event of cancellation of any session or classes for particular subjects, students shall receive full refund of the fees paid.

Classroom Attendance

Students have to sign the attendance sheet in the presence of lectures. ANSA's attendance policy excuses the absences of students for illness, religious observances, and compelling

circumstances beyond the student's control. Continued absenteeism will be reported to the parents/guardians.

ANSA Notice Board

Changes in lecture schedules, latest updates about the course, and other important announcements are displayed in the notice board.

Lecture Notes

ANSA provides the lecture notes to students on important topics in each paper.

Mock Tests

ANSA conducts topic wise tests covering all chapters and also three overall exam type mock tests in each session. ANSA also conducts more mock examinations on students' request.

Classrooms & Study rooms

All ANSA classrooms are air-conditioned. Study rooms are available for students during working hours subject to availability of classrooms. The students are also given complete access to the Library and Journal section maintained by ANSA.

Disciplinary Issues

All students are expected to maintain discipline and decorum with in the premises. Students must not commit any disciplinary problems such as ragging, shouting or any other undesirable, illegal, antisocial or destructive activities. Failing to do so, ANSA will report the incidents to the parents/guardians and the student concerned will not be permitted to attend the classes. The authority to take such disciplinary action vests with the Director of ANSA.

Intellectual Property

ANSA grants its students a non-transferable, exclusive right to use ANSA study support materials. The use of ANSA material is for educational purposes only, and students shall not reproduce, retransmit, sell, disseminate, publish, or broadcast this material.

Student Feedback

During the course of each session, the students get the opportunity to express their opinions through a feedback form, for providing their opinion on lectures, administration staff, course materials, and facilities.

The completed feedback form should be submitted to the ANSA staff. The identity of all students and their comments are treated confidentially by ANSA. Opinions and information obtained from the forms will be used in taking necessary course of action.

Complaints Procedure

In case of any grievances or complaints, the student shall fill in the complaints form (S03) giving details and stating the action or outcome expected, and submit the same to the Admin staff/Directors. ANSA will act upon all such complaints received and take necessary steps to resolve them within 21 working days. The complaints will be reviewed by the management and the final decision will remain with the Directors.

8. ANSA Admin

8.1 Fee Structure

The pricing structure for the classes conducted at ANSA is given in **Table 8**. The fee for each paper covers the tuition fee, fee for revision classes and mock exams.

Table 8 : Fees structure

Particulars	Amount
Initial Registration Fees (2500 + ST)	2,875
Tuition Fees – per paper	
Fundamental Level (Rs.15,000 +ST)	17,250
Professional Level (Rs.17,000 + ST)	19,550
Books – per paper	2,500

The above mentioned fee does not include Exam fees. For details on exam fee, refer **Table 3**.

8.2 Facilities at ANSA

The following facilities are made available to the students during office hours:

- Comfortable and well-lit classrooms with audio-visual facilities are available for the students at ANSA.
- ANSA has a CBE centre for students to take up their F1 to F4 Examinations. The CBE centre is maintained as per the norms provided by ACCA.
- Library which contains approved ACCA text for reference and other relevant professional and educational materials. The library can also be used as a study area by the students during working hours.
- On a need basis, the students are given access cards to the British Council library. These can be used by the students for academic purposes and returned back to ANSA within a week from the day of borrowing the card.
- A computer with internet and printer access are available to the students exclusively for academic and educational purposes. This computer is available to the students during office hours. On a need basis, a scanner is made available.
- All lights, fans, and other electronic equipment are supported by UPS/inverter.

9. Tutors



Dr R.S Murali

Experience

More than 33 years' of experience in consulting, research, and training.

Education

- Ph.D (Economics)
- Chartered Accountant (FCA)
- Cost Accountant (ACMA)
- Company Secretary (ACS)
- Masters in Psychology (MSc)
- Certified Management Consultant (CMC)
- Certified Information Systems Auditor (CISA)
- Certified in Risk and Information Systems (CRISC)
- Senior Practising Management Consultant, Singapore
- Certified in Business Excellence, SPRING Singapore



C. S Suresh

Experience

More than 28 years' of experience in consulting, and administration.

Education

- Bachelor of Commerce (B Com)
- Chartered Accountant (FCA)
- Cost Accountant (ACMA)



S. Shanmugam

Experience

More than 27 years' of experience in teaching and training

Education

- Bachelor of Commerce (B.Com)
- Chartered Accountant (FCA)



**Nagendra Sai
Kishore**

Experience

More than 10 years' of experience in consulting and training

Education

- Chartered Accountant (FCA)
- Chartered Management Accountant (ACMA,UK)
- Chartered Global Management Accountant (CGMA)
- Certified Information Systems Auditor (CISA)
- Certified Public Accountant (CPA, Australia)
- Senior Practising Management Consultant, Singapore
- Certified in Business Excellence, SPRING Singapore
- Certified Management Consultant (CMC®)



**R. Babu Rajendra
Prasad**

Experience

More than 10 years' of experience in consulting, and training

Education

- Bachelor of Commerce (B.Com)
- Chartered Certified Accountant (ACCA)
- Masters in Business Administration (MBA)



R. Varun

Experience

More than 8 years' of experience in industry, academics, and training.

Education

- Bachelor of Commerce (B.Com)
- Chartered Accountant (FCA)
- Company Secretary (ACS)



Pritesh Kumar

Experience

More than 10 years' of experience in industry

Education

- Bachelor of Commerce (B.Com)
- Master of Business Administration (MBA)
- Chartered Accountant (ICAEW)



Dr R. Subramanian

Experience

More than 25 years' of experience in industry, academics, and training.

Education

- Ph.D (Derivatives)
- Master's of Commerce (M.Com)
- Master's in philosophy (M.Phil)
- Master's in Arts (M.A)
- Masters in Business Administration (MBA)
- Certified Management Accountant (CMA)
- Certified Institute of Management Accountant (CIMA)

10. ANSA Contact Details

10.1 Contact Details

Name	Position	Phone Number	E-mail ID
Dr R.S Murali	Director & Tutor	+91 9884073283	muralirs@ansaindia.in
C.S Suresh	Director & Tutor	+91 9884074283	sureshcs@ansaindia.in
S. Shanmugam	Tutor	+91 9444852661	shantruefriends@gmail.com
Nagendra Sai Kishore	Tutor	+91 9884129422	dkishore28@gmail.com
R. Babu Rajendra Prasad	Tutor	+91 9176683864	babu.p@ansaindia.in
R. Varun	Tutor	+91 9487528159	ca.varunr@icai.org
Pritesh Kumar	Tutor	+91 9884268099	workguru4u@gmail.com
Dr R. Subramanian	Tutor	+91 9791417945	rsmn@gmail.com
S. Seethalakshmi	Course Co-ordinator	+91 9677066842	seetha.s@ansaindia.in

11. Course Timetable – June 2017

Paper	Days	Time	Tutor
F1	Tuesday & Thursday	7.00am – 9.30am	C.S Suresh
F3	Monday, Wednesday & Friday	7.00am – 9.30am	S. Shanmugam
F5	Saturday & Sunday	7.00am – 10.00am	S. Shanmugam
F6	Saturday & Sunday	10.30am – 01.30am	R. Babu
F7	Tuesday & Thursday	7.00am – 9.30am	S. Shanmugam
F9	Monday, Wednesday & Friday	7.30am – 10.00am	Nagendra Sai Kishore
P1	Tuesday & Thursday	7.00am – 9.30am	Dr R.S Murali
P2	Saturday & Sunday	10.30am – 01.30am	S. Shanmugam
P3	Saturday & Sunday	7.00am – 10.00am	Dr R.S Murali
P4	Saturday & Sunday	7.00am – 10.00am	Pritesh Kumar
P5	Wednesday & Friday	7.00am – 10.00am	Dr R.S Murali
P7	Monday, Wednesday & Friday	7.00am – 9.30am	R. Varun

Notes

Notes

Notes

Notes

**“Education is the manifestation of the
perfection already in man.”**

- Swami Vivekananda