



CPA AFGHANISTAN SCHOLARSHIP POLICY FOR FIA / ACCA Students

Professional Qualification Department

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CPA - Afghanistan Scholarship Program for ACCA/FIA Students

Introduction and Purpose

The purpose of this policy is to establish guidelines and procedures for the implementation of the scholarship program for Afghanistan residence ACCA/FIA students registered with the CPA Afghanistan by scholarship contract with the aim of supporting their educational, accountancy and professional development skills.

The scholarship program has been offered by CPA Afghanistan for all existing and any new students of ACCA and the scholarship will be continuing till the Ministry of Finance support the students in financial terms for their scholarship purpose or/if, there is any other unexpected circumstances may occur base on which the CPA have the right to end or terminate the scholarship program where then the students will have to pursue their qualification by their self-expense.

CPA designed a scholarship Program for ACCA students to provide financial assistance to deserving students who aspire to further their education and careers in the accounting profession. We believe that this program will be beneficial for not only individuals but also the economy of Afghanistan. By investing in professional education, we hope to empower students to achieve their academic and career goals, contribute to the growth and development of the accounting profession, and ultimately make a positive impact on the financial landscape of Afghanistan. CPA aspire to strengthen and advance the accounting profession in Afghanistan.

CPA is dedicated to supporting the education and professional development of aspiring accountants in Afghanistan. Pursuing a career in the accounting profession can be expensive, which is why CPA established Scholarship Program for ACCA qualification. Through this program, CPA aim to provide financial assistance to deserving students who are committed to furthering their careers in accounting profession.

CPA desire to enhance access to professional education for students who face financial constraints because it's CPAs believe that everyone deserves equal opportunities to further their professional education. Purpose of the program to improve financial reporting standards through educated and skilled professionals in country. CPA believe that fostering economic development by creating a competent workforce will contribute to the growth and prosperity of Afghanistan.

Benefits of the Scholarship Program is that CPA will reimburse the tuition and exam fees of students who successfully complete or pass their ACCA exams. This not only provides financial support to the students but also motivates them to excel in their professional studies. By providing scholarships CPA offer support for career growth and professional development by which the quality of financial management and reporting practices will improve in country.

1 How to Become an ACCA Member:

As per the guidelines, rules and regulations of the ACCA all the individuals who want to become an ACCA member they should complete and follow the below mentioned criteria's;

- Should must complete all the 13 exams of ACCA.
- Must complete a minimum 36 months' relevant work experience with an audit firm or any other financial institution and achieve 9 performance objectives. Students time in a relevant role and performance objectives need to be signed off by a practical experience supervisor.
- Must complete the Ethics and Professional Skills Module.

2 Registration with ACCA:

All the new students who desire to be register with the ACCA so they can directly register their self with ACCA or by taking help or approaching the Afghan Learning Providers - LPs in Afghanistan.

Students who wish to register their self with ACCA directly by their own so they should visit the ACCA website of www.accaglobal.com where they will be able to get the registration assistance.

On the other hand, if students wish to register their self through Afghan Learning Providers – LPs so they should visit the website of CPA Afghanistan www.cpaafghanistan.af where they can easily trace the LPs. Once the students have obtained the information regarding the LPs in Afghanistan from website so they will have to physically approach that institutions/LPs for registration with ACCA.

3 Registration for ACCA Scholarship:

Once the students have completed their ACCA registration process the CPA will than register those students in their database for the scholarship program if they meet the eligibility criteria as mentioned in **Article 4 below** of this policy and also by receiving the complete required detailed scholarship registration information as mentioned in **Article 5 below** of this policy from the students for the contractual period of one year.

4 Eligibility Criteria for Scholarship:

To be eligible for the scholarship program all the ACCA and FIA students shall;

1. Must be an Afghan national and residence in Afghanistan
2. Must be register with the ACCA (*having a seven (7) digit ACCA registration number*)
3. Must have an active student status as per the records of the ACCA

5 Criteria and Required Documents for Scholarship Registration:

Students should download the scholarship policy and contract form from CPA website www.cpaafghanistan.af (Students >Scholarship program >scholarship Policy and >student Contract download option), fill it out carefully, and then visit the CPA office at the Ministry of Finance, Kabul to submit the contract form physically for scholarship program registration.

After submitting the contract to CPA, students must send the remaining required below mentioned documents 1 and 2 for scholarship registration to the registered email address of cpa.scholarship@mof.gov.af. The subject line of the email should include the student's full name and their 7-digit ACCA registration number;

1. Scanned copy of (back/front) National Electronic ID Card (E – Tazkira) or Passport
2. Scanned signed copy of student's scholarship contract (*which is signed by student by physical Appearance in CPA office*)
3. Scanned copy (back/front) of students Bank Account Card

6 Documents Submission for Reimbursement after Passing Exam:

Once the students have attempted exam and achieved the successful (passed) result for their examinations attempted so they are required to submit the following documents to the registered email address of cpa.scholarship@mof.gov.af. The email address Subject Line should consist of student's Full name with their ACCA 7 digits' registration number for sending the below documents;

1. ACCA exam transcript downloaded from My ACCA account directly
2. Scanned printed copy of Exam results (*only for students if they attempt the exams from FA1 to F4*)
3. Direct forwarding of E-Mail received from ACCA for exam result (*only for students if they attempted the exams from F5 to P7*)
4. Signed/stamp tuition fee scanned voucher (*only for students who take classes from Afghan LPs*)
5. Signed/Stamp exam attempting (exam center) fee voucher (*only for students to confirm that they attempted the exam at the place of Afghan LPs*).

7 Reimbursement of Exam and Tuition Fee:

The CPA Afghanistan will support students by offering scholarships in the form of fee reimbursement for expenses related to their ACCA journey. Students will be eligible for this scholarship program as long as CPA provide support to students. The CPA will provide scholarships for the following specified expenses incurred by students:

1. ACCA Initial registration fee for students registered with ACCA from 1st January 2024
2. All exams fee (FIA, Fundamental and Professional level) from start date of contract with students once they pass the exam
3. Ethics and Professional Skills Module fee
4. Tuition fee, only for students who take the classes from the Afghan LPs for their exam as LPs are specified below in **Article 14 of this policy (Note 1 Below)**
5. Exam fee, only for students who attempt the exam in the place of Afghan LPs (**Note 1 Below**).

Note: The students should have a bank account with any local bank in Afghanistan for their scholarship reimbursement amount.

8 Reimbursement Amounts:

The CPA will reimburse the fee to the students as per the below mentioned details;

Sr. #	Description of Reimbursement Category	Reimbursement amount	Converted to AFG
1	Tuition Fee for FIA, Applied Knowledge, Skills and Professional Level <i>(Only for students who take the classes from Afghan learning providers)</i>	FA1, MA1, FA2, MA2, F1, F2 & F3 = 5,000 AFN F4 to F9 = 6,000 AFN Professional Level = 7,000 AFN	Exchange rate of Conversion Date
2	ACCA Initial Registration Fee	As per ACCA exams fee schedule	
5	Annual Subscription Fee <i>(Article 9 Below of policy)</i>		
6	FIA Exam Fee (Note 1)		
7	Applied Knowledge & Skills Exams fee (Note 1)		
8	Professional level Exams Fee (Note 1)		

Note 1:

Tuition fee for all the exams levels of ACCA will only be reimbursed to students who take classes from Afghan Approved learning providers specified by the CPA in this policy **Article 14** below. Students who attend classes from learning providers outside of Afghanistan will not be eligible for tuition fee reimbursement.

Exam fee for all the exams levels of ACCA will only be reimbursed to students who attempted their exams with in the place of the Afghan learning providers. Students who attempted the exam without in the place of the mentioned Afghan learning providers so they will not be able to get reimbursement for their exam fee.

In short, if the students take the classes and attempted their exams outside the Afghan learning providers place so they will not be able to claim the tuition and exam fee for any level of ACCA exams for their reimbursement.

If the students attempted the classes for their exam and unfortunately obtain a failed result in the exam session so they have the right to send the same tuition fee voucher in the next attempts once they pass their relevant exam for which the classes were attempted.

9 Reimbursement of Annual Subscription:

Currently ACCA have waived the annual subscription for Afghan students where no annual subscription has to be pay by the students. If in case the ACCA start charging the annual subscription in future so the students will only be eligible to claim their annual subscription if they have fulfilled the below criteria's;

- If any of the three (3) exams of the FIA, Applied Knowledge and Skills level within the 12 months' period.
- If any of the 2 exams of the Professional level, whether essential or optional, passed within the period of 12 months.

10 Communication with Students:

CPA will be in touch with the students once they submit their information about their pass ACCA exams results and the related signed and stamped tuition fee vouchers.

If the CPA receives incomplete requests or information from students, the issue will be promptly communicated to the respective students, who will be given a deadline to resubmit their applications to the CPA for the reimbursement schedule.

If the students are unable to submit the necessary documents, their reimbursement will be deferred to the next reimbursement schedule until the issue is resolved.

11 Reporting and Verification:

Those students who have completely submit their related required documents to the CPA for reimbursement, the CPA will than maintain records of reimbursement requests.

Further for the verification of students who submitted their requests for reimbursement a list of those students will be shared with the ACCA and relevant LPs for the verification purposes to verify and confirm that each student has passed the exam successfully. CPA will have Memorandum of Understanding (MoU) with the LPs to verify the students result for fee reimbursement confirmation.

12 Payment Processing:

CPA will make reimbursement to students, whether they are of FIA, Skills or Professional levels, on quarter basis after the announcement of ACCA official result, means that in each year CPA will make 4 reimbursements to the students who has pass their exam successfully.

After the reporting and verification with other related enquiries completed by the CPA the student's requests will be move to the CPAs payment department where the payment will be credited to each individual student bank account directly.

13 Review and Revision of Policy:

This policy will be reviewed periodically to ensure its effectiveness and alignment with the goals of the scholarship program. Any necessary revisions will be made to reflect changes in the program or organizational needs. The changes may also be made at any time basis on the needs of organization.

All students registered with the CPA Afghanistan and participating in the scholarship program are expected to adhere to the guidelines outlined in this policy.

14 Approved Learning Providers:

1. Aria Delta Consulting Group
2. Afghanistan Accounting Centre
3. Accounting World
4. Asangaran Financial Consulting Services Company
5. BAMAL Private institute of Technical and Vocational Education
6. Centre of Business Administration – CBA
7. KARWAN University
8. Neom Afghanistan
9. Rah-E-Bartar Professional Development Center

And any other LPs where there name has not been in the list of this policy above but if they have a Memorandum of Understanding (MoU) with CPA so they will also be consider as Afghan LPs.

15 Complaint's:

If any student has a complaint about a learning provider, or if a learning provider has a complaint against a student, they can reach out to CPA via email at cpa.complaints@mof.gov.af for any concerns or queries.

16 Abbreviations:

1	CPA	Certified Professional Accountants
2	ACCA	Association of Chartered Certified Accountants
3	FIA	Foundation in Accountancy
5	LPs	Learning Providers
6	LPs	Approved Learning Providers

Association of Chartered Certified Accountants – ACCA

17 ACCA Qualification Details:

Foundation in Accountancy – FIA:

ACCA Diploma in Financial and Management Accounting (RQF Level 2)

Sr.#	Abbreviation	Full name
1	FA1	Recording Financial Transactions
2	MA1	Management Information

ACCA Diploma in Financial and Management Accounting (RQF Level 3)

3	FA2	Maintaining Financial Records
4	MA2	Managing Costs and Finance

ACCA Diploma in Accounting and Business (RQF Level 4)

5	FBT	Business and Technology
6	FFA	Financial Accounting
7	FMA	Management Accounting

ACCA - Applied knowledge and Applied Skills level:

The Applied level consists of nine exams in total as described below;

Applied knowledge Level:

1	FBT	Business and Technology
2	FFA	Financial Accounting
3	FMA	Management Accounting

Applied Skills level:

4	LW	Corporate and Business Law
5	PM	Performance Management
6	TX	Taxation
7	FR	Financial Reporting
8	AA	Audit and Assurance
9	FM	Financial Management

ACCA Professional Level:

The Professional level consists of Six exams in total as described below;

Professional Essential exams:

1	SBL	Strategic Business Leader
2	SBR	Strategic Business Reporting

Professional Level Optional Exams

(Any two to be attempt)

3	AFM	Advanced Financial Management
4	APM	Advanced Performance Management
5	ATX	Advanced Taxation
6	AAA	Advances Audit and Assurance

18 Policy Approval:

This policy has been reviewed and approved by the board of CPA Afghanistan. The parties for preparation and approval of this policy are:

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