



Dear Prospective Student:

It is a pleasure to send you registration material for next term's Intensive CPA Exam Review Course. This course will be held in Atlanta for five weeks in April and May 2012. Please refer to the schedule enclosed for the exact starting dates.

#### **AN INTENSIVE "ENFORCED STUDY" PROGRAM**

We are confident you will find, as have many hundreds of CPAs throughout the world, that our enforced study program will be a completely new learning experience for you.

#### **A TYPICAL DAY**

The schedule below is representative of a typical day in the Financial Accounting & Reporting course. Each class is four hours in length.

7:45	-	9:30 A.M.	Financial lecture and class exercises
9:30	-	9:45 A.M.	Break
9:45	-	11:45 A.M.	Lecture and class exercises
11:45	-	1:00 P.M.	Lunch, free time, or study
1:00	-	2:30 P.M.	Lecture and class exercises
2:30	-	2:45 P.M.	Break
2:45	-	5:00 P.M.	Lecture and class exercises
5:00	-	7:00 P.M.	Dinner or free time
7:00	-	10:00 P.M.	Supervised study or free time

#### **BECKER INTENSIVE HOST HOTEL is Homewood Suites by Hilton Atlanta-Buckhead.**

**The Homewood Suites is located at 3566 Piedmont Road NE, Atlanta, GA.**

Special room rates will be available. The **Welcome Reception and all study sessions** will be held at the Homewood Suites hotel. The hotel website is <http://www.atlantabuckhead.homewoodsuites.com>.

We have also secured a special rate with the **Marriott property Residence Inn Atlanta Buckhead**. The hotel website is <http://cwp.marriott.com/atlbh/kellerbecker/>.

If you need any additional information for the Homewood Suites, please call (404) 365-0001. Call (404) 239-0677 for additional information for the Residence Inn. For both hotels, please specify that you are Becker Intensive Student.

Very truly yours,  
Becker Professional Education  
John Roselli, CPA  
President



## CPA EXAM REVIEW INTENSIVE COURSE ATLANTA - SPRING – 2012

April – May 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>April 22</b> Welcome Reception 3:00 p.m. - 5:00 p.m. <u>Homewood Suites</u> <u>Atlanta Buckhead</u>	<b>23</b>  R-1 R-2	<b>24</b>  STUDY DAY	<b>25</b>  R-3 R-4	<b>26</b>  STUDY DAY	<b>27</b>  R-5 R-6	<b>28</b>  STUDY DAY
<b>29</b>	<b>30</b>  R-7 B-1	<b>May 1</b>  STUDY DAY	<b>2</b>  B-2 B-3	<b>3</b>  STUDY DAY	<b>4</b>  B-4 B-5	<b>5</b>  STUDY DAY
<b>6</b>	<b>7</b>  F-1 F-2	<b>8</b>  STUDY DAY	<b>9</b>  F-3 F-4	<b>10</b>  STUDY DAY	<b>11</b>  F-5 F-6	<b>12</b>  STUDY DAY
<b>13</b>	<b>14</b>  F-7 F-8	<b>15</b>  STUDY DAY	<b>16</b>  F-9 A-1	<b>17</b>  STUDY DAY	<b>18</b>  A-2 A-3	<b>19</b>  STUDY DAY
<b>20</b>	<b>21</b>  A-4 A-5					
<b>STUDY DAY</b>						

Morning classes start at 7:45 AM. Afternoon classes start at 1:00 PM.

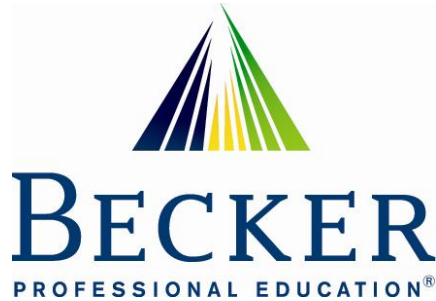
Study halls are supervised from 7 to 10 PM on evenings of days with full-day and half-day classes, but not "Study Days."

**Atlanta Administrative Office:**

Teri Wheaton  
 Tel: (770) 431-1364 Fax: (770) 431-1365  
 twheaton@becker.com

**Atlanta Classroom Location:**

Keller Graduate School of Management  
 Fifteen Piedmont Center  
 Plaza Level 100  
 3575 Piedmont Road NE  
 Atlanta, GA 30305



## Spring 2012 Intensive Course Pricing

**Financial**                      **\$1,700**

**Regulation**                      **\$1,450**

**Audit**                              **\$1,225**

**Business**                        **\$1,225**

*Take \$700 off if registering for all four parts.  
Remember, you are to secure your own hotel.*

**Registration Fee (Non-refundable)**                      **\$ 95.00**

**Flashcards (tax included, non-refundable)\***                      **\$243.00**

**Mobile Flashcards (tax included, non refundable)\*** **\$322.92**

To purchase Mobile Flashcards for the iPhone, iPad, and iPod Touch please visit the Apple Store/iTunes.

**Final Review (Available to only current and former Becker students)\***

**All four parts (tax included)**                      **\$648.00**

**Per part price (tax included)**                      **\$216.00**

*\*These products are optional.*

## What Our Students are Saying

*“‘You can do it...’ That is the message I got from each of the instructors of the various modules... time and time again... The intensive course will provide you with the best opportunity to pass the CPA exam... The course content is clear, concise and completely relevant to the examination content. If you stick with it, and cover the material in the manner prescribed by the instructors you will pass the exam!”*

*“Right after classes, I took all four exams. I passed two (BEC - 76; AUD - 89) and unfortunately, failed two (REG - 73 and FARE - 73). I re-took those two failed exams again recently and finally passed them with REG - 94 and FARE - 89. Such a relief! I should say that Becker courses were very-very helpful, and they are the best courses ever!!! I am grateful to all instructors for their excellent and unforgettable classes. I am going to tell about Becker to all of my friends who plan to take CPA exams. The Atlanta Intensive course is the most exciting and unforgettable experience ever!”*

*“(i) Classes- The classes may seem long, but you will no doubt leave there every day knowing just what to focus on during your study days. Refreshments were on hand and there is one café in the complex where the classes are held. We were encouraged to have a high protein diet.*

*(ii) Days Off/Study Days- Days off tend to fly by as there is always lots of homework to be done, so use your time wisely. I found that I would wake early and make the most of my mornings and then reward myself with an afternoon break...though I was never without guilt!*

*All in all, Becker has useful tools for assisting students to realize their primary goal of passing the exams. Indeed, I took each exam only once and achieved the following grades BEC (99) AUD (89) FARE (83) and REG (88).”*

*“Finally, the gorilla is off my back! Having done Becker and following all of the instructions, I am glad to say I am now a CPA! I never took the Final Review Course until May when I did it in addition to the Intensive course. Can you believe that the same question that appeared on the FARE exam that was in the Final Review book?!”*

*“I just wanted to say thank you to the Intensive Staff at Becker for helping me. The exam tips, the tactics for answering the questions and the reminder to go slowly and carefully, but as fast as I could in the exam, pushed me over the top. I would recommend Becker to anyone who is serious about passing the CPA exam!”*

*“Thank you for the outstanding service you provide to me. I had approved three parts and I am waiting the results for the last one. I will recommend this course!!!”*

*“Very helpful, they explained material and focused on the important areas for the exam. Made it seem less of a mountain and more of a mole hill once you put in the required hours and applied yourself.”*

*“It is a big difference to have a live person teach the class rather than watching someone on a DVD.”*

*“I give the instructors a rating #1. I liked their teaching method. They covered the important topics at a good pace and skipped the items that didn't need to be covered.”*

### CHOOSE A PROGRAM WITH PROVEN SUCCESS

- Students who prepare with Becker pass at double the rate of non-Becker candidates.\*
- Over 400,000 candidates have successfully passed the exam using Becker's CPA Exam Review.
- 14 of the 15 most recent Watt Sells Award winners prepared with Becker's CPA Exam Review.
- 1,500+ accounting firms, corporations, government agencies, societies and universities choose Becker Professional Education.

**To view course schedules and register, visit [becker.com/cpa](http://becker.com/cpa) or call 877-CPA-EXAM (877-272-3926)**

\*Becker Professional Education students pass at twice the rate of all CPA Exam candidates who did not take a Becker review course, based on averages of AICPA-published pass rates.

Data verified by an independent, third-party firm.

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## BECKER INTENSIVE COURSE POLICIES AND PROCEDURES

### ADMINISTRATIVE OFFICE ADDRESS

Becker Professional Education, 3005 Highland Parkway, Downers Grove, IL 60515-5799

Phone: 770.431.1364 Fax: 770.431.1365

The most current information is available at [www.becker.com](http://www.becker.com).

### LOCAL ATLANTA CONTACT:

Teri Wheaton

Tel: (770) 431-1364 Fax: (770) 431-1365

[twheaton@becker.com](mailto:twheaton@becker.com)

### MISSION

The objective of Becker's CPA Exam Review is to help CPA candidates prepare for professional certification exams by providing effective and efficient training programs that are highly responsive to candidates' needs. By identifying important subject areas and key topics, our CPA Exam Review is able to ensure that our candidates focus only on what they need to know to pass the exam.

### INTENSIVE COURSE MATERIALS:

For your convenience, all course materials including books, lecture DVDs, and PassMaster<sup>®</sup> Software will be distributed at the Intensive Welcome Reception or at the first class. These materials will not be shipped prior to the start of the course. Flashcards and Final Review materials will be shipped to your home address prior to the start of the class.

### INTENSIVE COURSE PAYMENT PROCEDURES:

Payment is due in full at the time of registration. Credit card payments will be processed at the time of registration. If you are from outside the United States, please clear any security or credit limit issues with your credit card company prior to registration. Please note that an 8% sales tax will be charged for Final Review and Flashcard purchases and is included in the price.

### VISA REQUIREMENTS:

A student visa is not needed to take Becker's Intensive Review Course. University credit is not awarded for the course. A tourist visa may be required. Please check this website to see if a visa is required:

[http://travel.state.gov/visa/temp/temp\\_1305.html](http://travel.state.gov/visa/temp/temp_1305.html)

### LICENSE AGREEMENT

These goods and services for preparation for the CPA Exam, in connection with Becker's Intensive CPA Exam Review, are not for sale and are not being sold to you. You may only acquire a license to use such materials. This license and your course materials will expire at the end of 18 months from the date of purchase.

Any and all notes and lectures given to or taken by students in Becker's CPA Exam Review are to be used by the student and no one else. The teaching methods and methodologies contained in the materials supplied are confidential and proprietary to Becker Professional Education and are not to be transferred or divulged to any other person by resale of the materials or otherwise.

### ACCOMMODATIONS FOR CANDIDATES WITH SPECIAL NEEDS

Accommodations for candidates with disabilities are available. Candidates with special requirements are encouraged to call 1-800-868-3900 and request to be contacted by Becker's National Americans with Disabilities Act Coordinator as far in advance of starting classes as possible to arrange for a consultation.

## **THE BECKER PROMISE®**

Our promise is to provide you with the utmost opportunity to pass the CPA Exam by using our comprehensive program and time tested learning approach. If you utilize Becker but do not pass the CPA Exam, you may repeat our course at no additional tuition cost if you satisfy our requirements. To be eligible for the Becker Promise, candidates must:

- Correctly complete 90 percent of all PassMaster software multiple choice questions for each part
- Attend 100% of the classes, including the self-study lecture, or complete a make-up lecture on the DVDs that will be provided. In-class candidates meeting the criteria must print out their performance summary report from the PassMaster software and submit it to Becker within 45 days following the completion of the last class of the Intensive course.

If you meet these requirements, you may then repeat the course at no additional tuition cost. You must however, pay the enrollment fee & a license fee for the materials for each section taken. The charges for the license of the Becker Promise books/materials are non-refundable. This privilege expires 365 days following your completion of the applicable part. If you do not earn the Becker Promise, each part of the course may be repeated for 1/2 of the regular tuition (former candidate special pricing) plus an enrollment fee.

## **FORMER STUDENT SPECIAL PRICING**

Former Becker students that do not earn the Becker Promise Tuition Waiver may repeat each previously enrolled part of the course for ½ of the regular tuition plus an enrollment fee. Former Becker students from our Partner countries should contact the Intensive Course Coordinator for details on eligibility.

## **RULES FOR FOUR-PART REDUCED RATE**

A candidate must register and schedule all four parts of the course upon initial registration. If a candidate withdraws from one or more of the parts, the four part reduced rate will be withdrawn.

## **CANCELLATION/REFUND POLICY**

### **FOR INDIVIDUAL PART ENROLLMENTS:**

If you wish to withdraw from the course, you must do so prior to the second class. A full tuition refund, minus all reduced rates and fees, will be issued prior to second class\*\*. Thereafter, no refunds will be issued. Flashcards are non-refundable. All refunds are contingent upon the return of all materials. \*\*Please note that two class sessions are held per day during the Intensive Course.

### **FOR 4-PART ENROLLMENTS:**

If you wish to withdraw from the course, you must do so prior to the second class\*\* of the first scheduled section for a full refund. From the day of the second class and prior to the fifth class of the first section, a refund may be issued for the remaining three parts, minus the four part reduced rate and registration fee. No refunds will be issued after the day of the fifth class. Flashcards are non-refundable. All refunds are contingent upon the return of all materials.

**\*\*Please note that two class sessions are held per day during the Intensive Course.**

### **SPECIAL PRICING VERIFICATION:**

If applying for a reduced rate, appropriate verification is required prior to conclusion of course; if not received by course end, full tuition will be charged without further notice.

### **NON-REFUNDABLE ITEMS:**

All registration fees and the charges for Flashcards and Becker Promise Tuition Waiver Textbooks are non-refundable.



# HOMewood SUITES

— Hilton —

Homewood Suites by Hilton Atlanta-Buckhead  
Extends a warm welcome to the students of

## **Becker Professional Education 2012**

There is no need for a taxi ride unless your plane arrives after 11:00 pm. Homewood Suites by Hilton will pick you up complimentary from the Buckhead MARTA train station. When you arrive at the Buckhead MARTA station please call the hotel at 404-365-0001 for pick up. Homewood Suites by Hilton offers suites that create a great work environment. They're more home than a hotel. We offer a list of amenities unmatched in comfort and accommodations all for the great rate of:

**Two room suite- king bed:** \$99.00 (+16% tax) per night for 6+ nights;  
\$119.00 (+16% tax) per night for 1-5 nights;  
1 bedroom/bathroom, living room, and fully equipped kitchen

**Two room suite- 2 double beds:** \$99.00 (+16% tax) per night.  
\$119.00 (+16% tax) per night for 1-5 nights;  
1 bedroom/bathroom with 2 double beds, living room, and fully equipped kitchen

**Two Bedroom Suite:** \$189.00 (+16% tax) per night.  
2 bedrooms/2 bathrooms with shared living room, and full kitchen

Homewood Suites by Hilton is the recipient of the JD Power & Associates Award- voted highest in guest satisfaction among extended stay chains.

### **Special Features:**

- Daily Suite Start Hot Breakfast Buffet
- Complimentary Welcome Home Reception Mon-Thurs 5:30-7:30pm
- Fully equipped kitchens with microwave, refrigerator, stove top, and dishwasher
- Daily Housekeeping Service
- Living room with pullout sleeper sofa in all suites
- On-site Laundry facilities
- Convenient access to MARTA (local transit system)
- Convenient Complimentary Shuttle Service to anywhere in a 3-mile radius
- Complimentary shuttle to testing sites
- Work-out Facilities and partnership with Gym of Buckhead
- Complimentary high-speed internet access in every room & wireless throughout the facility
- Complimentary shuttle to classroom which is also within walking distance



**Homewood Suites Atlanta -Buckhead**  
**Credit Card Payment Authorization Form**

***Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.***

**FAX COMPLETED FORM TO:** (404) 365-9888

**ATTN:** FRONT DESK

**HOTEL USE ONLY:**

**Date:** \_\_\_\_\_

Authorized Amount: \_\_\_\_\_ Approval Code: \_\_\_\_\_ Date: \_\_\_\_\_

**CARDHOLDER - Please complete the following section and sign/date below.**

Guest / Group Name: \_\_\_\_\_

Check-In / Event Date: \_\_\_\_\_

Name of Person/Group Making Reservation: \_\_\_\_\_ Phone: \_\_\_\_\_

Cardholder Name as it Appears on Credit Card: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime /Business Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Type: (Circle one)  American Express  Discover  JCB  Diners Club  Visa/MasterCard

Credit Card Issuing Bank Name: \_\_\_\_\_ Bank Phone Number (from back of your credit card): \_\_\_\_\_

I agree to cover the following categories of charges: (Please circle)  Charges  Room & Tax  Food & Beverage  Retail  Recreation  All

I agree to cover the above categories of charges up to a Maximum Amount of \$ \_\_\_\_\_

**DIRECT BILL ACCOUNT PAYMENTS ONLY:** (For direct billing customers paying by credit card)

Name on Invoice/Statement \_\_\_\_\_ Date on Invoice/Statement \_\_\_\_\_

Invoice/Statement Number \_\_\_\_\_ Authorized Amount \$ \_\_\_\_\_

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.**

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# HOMEWOOD SUITES

— Hilton —

## Becker Professional Education Students

### Payment Scenarios

Students who will be paying with Company credit cards must bring the actual credit card for hotel check-in, or have a front and back copy of the card made and faxed to the hotel with a signed authorization form. Included in the fax please indicate whether the credit card will cover all hotel charges or just room and tax.

Students who will be paying with cash or travelers checks for their hotel accommodations are required to put an extra deposit of \$50.00 for incidental charges. This includes phone calls, movie rentals, and suite shop items.

### Cancellation Policy

All hotel cancellations must be made no later than 48 hours prior to check in. After that time, students will be charged for 3 days at \$99.00 per day plus 16% tax. If an emergency arises which results in a cancellation, then the situation will be handled accordingly. Students who are not able to sit for the CPA exam and have to check out of the hotel, will not be charged for early check out.

### Reservation Policy

All reservations must be made no later than April 1<sup>st</sup>, 2012 to guarantee availability. All reservations may be made online at:

[http://homewoodsuites.hilton.com/en/hw/groups/personalized/A/ATLPMHW-BEC-20120423/index.jhtml?WT.mc\\_id=POG](http://homewoodsuites.hilton.com/en/hw/groups/personalized/A/ATLPMHW-BEC-20120423/index.jhtml?WT.mc_id=POG)

**(404) 365-0001**



# HOMEWOOD SUITES

— Hilton —

## Atlanta/Buckhead Students Spring 2012

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Complimentary Shuttle to class:

Leaves: 7:15 am, 7:25 am, 7:35 am

Returns: 5:00pm, 5:15 pm, 5:25 pm

Complimentary hotel Shuttle service within a 3 mile radius, 7 days a week, 7am -11pm.

For additional transportation needs, please make a reservation at the front desk.

Taxis are available, but are expensive. Marta is the recommended method of transportation.

## Metro Atlanta Rapid Transit Authority (MARTA) / Train Schedule

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(Buckhead Station ONLY) \$2.00 each way - Weekly and Monthly cards available

For rates and current schedules, check the MARTA website at [www.itsmarta.com](http://www.itsmarta.com).

Customer service: 404-848-5000	Mon – Fri	Sat	Sun
<b>First Train Departs</b>	5:05 AM	6:15 AM	6:15 AM
<b>Last Train Departs</b>	1:28 AM	1:19 AM	1:19 AM

Homewood Suites will pick you up from the Buckhead station if you call.

The Buckhead Station is on the North Springs Line(Red line).

There is no need for expensive taxi rides unless your plane arrives after 11:00 pm. Hilton Homewood Suites will pick you up for free from the MARTA Transit station. Upon arrival at Atlanta Hartsfield-Jackson International Airport call Hilton Homewood Suites and tell them that you are taking MARTA from the airport and arrange the shuttle to pick you up. The hotel number is 404-365-0001. Take the North Springs train to the Buckhead Station and the shuttle will be there to pick you up. All trains go north from the airport and you will only need to change trains at Lindbergh if you are on a train heading to the Dunwoody Station. You will then need to change to the North Springs line.

## In case you are in need of urgent medical care:

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Northside Hospital (The shuttle will take you there)

<http://www.northside.com/home/index.aspx>

1000 Johnson Ferry Road NE, Atlanta, GA 30342

404-851-8000

Emergency Dental

Emergency Dentist Atlanta, Available 24/7

(404) 239-2668

Piedmont Hospital

<http://www.piedmonthospital.org/>

1968 Peachtree Road, N.W., Atlanta, GA, 30309

404-605-5000



Residence Inn Atlanta Buckhead by Marriott International  
Extends a warm welcome to the students of

## **Becker Professional Education 2012**

Residence Inn by Marriott will pick you up for free from the MARTA Transit station. Upon arrival at Atlanta Hartsfield-Jackson International Airport call Residence Inn by Marriott and tell them that you are taking MARTA from the airport and arrange the shuttle to pick you up. The hotel number is 404-239.0677. Take the Doraville train to the Lindburgh Station and the shuttle will be there to pick you up.

**Studio suite- king bed:** \$79.00 (+15% tax + incidentals) per night.  
1 bedroom, a living room & work station, &1 full bath.

**Two room suite- 2 King beds:** \$109.00 (+15% tax + incidentals) per night.  
2 bedroom with 2 King beds, a living room, pull out sofa, 2 full baths and full kitchen with four burner stove and oven.

After ten days of consecutive stay, the taxes will be reduced to 8% per night.

### **Special Features:**

- Free Welcome to Atlanta Gift Bags. A 500 Marriott Rewards Points Bonus, in addition to the credit accumulated during your stay.
- Our hotel also offers Complimentary Full Breakfast Buffet, Evening Meals Mon-Thurs, Grocery Shopping Service, High-Speed Internet, Free Shuttle to all of the wonderful city of Buckhead's Sites, Shops and Restaurants.
- While enjoying our 50% larger than standard hotel guest rooms, that include Marriott's New High Quality Bedding Package, 37" Flatpanel TV's, Full Stainless Steel Kitchens with four burner stoves and ovens, you can take advantage of our Apartment Style living. Also, by using our indoor work out facility, Outdoor Sport Court, Pool, and Grill Areas, you will truly have a Home Away From Home.
- Double Marriott rewards points for pre-existing rewards members.
- Complimentary shuttle service to the two closest Prometric sites from the hotel for Intensive students – must schedule at least 2 days in advance.



## Becker Spring Intensive Students 2012

Complimentary Shuttle to class leaves:

Mon- Wed- Fri: 7:15 am and 7:30 am

Returns at 5:00pm, 5:15 pm and 5:30 pm

Complimentary hotel Shuttle service within a 3 mile radius, 7 days a week.

**Monday – Friday, 7am -12pm and 4 pm – 8pm. On the weekends, shuttle service is 4 pm – 8pm.**

For additional transportation needs, please make a reservation at the front desk. Taxis are available, but are expensive. Marta is the recommended method of transportation.

### **Metro Atlanta Rapid Transit Authority (MARTA) / Train Schedule**

(Buckhead Station ONLY) \$2.00 each way - Weekly and Monthly cards available

For rates and current schedules, check the MARTA website at [www.itsmarta.com](http://www.itsmarta.com).

Customer service: 404-848-5000	Mon – Fri	Sat	Sun
First Train Departs	5:28 AM	6:20 AM	6:00 AM
Last Train Departs	1:57 AM	1:36 AM	1:36 AM

Residence Inn by Marriott will pick you up from the Lenox/Lindburgh station if you call. These stations are on the Doraville Line.

### **In case you are in need of urgent medical care:**

Northside Hospital (The shuttle will take you there)  
<http://www.northside.com/home/index.aspx>  
1000 Johnson Ferry Road NE, Atlanta, GA 30342  
404-851-8000

Piedmont Hospital  
<http://www.piedmonthospital.org/>  
1968 Peachtree Road, N.W., Atlanta, GA, 30309  
404-605-5000

Emergency Dental  
Emergency Dentist Atlanta, Available 24/7  
(404) 239-2668



## Becker Professional Education Students

### Payment Scenarios

Students who will be paying with Company credit cards must bring the actual credit card for hotel check-in, or have a front and back copy of the card made and faxed to the hotel with a signed authorization form ***PRIOR*** to check-in. Included in the fax please indicate whether the credit card will cover all hotel charges or just room and tax.

Students who will be paying with cash or travelers checks for their hotel accommodations are required to put an extra deposit of \$200.00 for incidental charges.

### Cancellation Policy

All hotel cancellations must be made no later than 48 hours prior to check in. After that time, students will be charged for 3 days at \$79.00 per day plus 15% tax. If an emergency should arise which results in a cancellation, then the situation will be handled accordingly. Students who are not able to sit for the CPA exam and have to check out of the hotel, will not be charged for early check out.

### Reservation Policy

Reservations can be made online or by calling the hotel directly:

**Residence Inn:**

<http://www.marriott.com/hotels/travel/atlbh-residence-inn-atlanta-buckhead/?corporateCode=DEV&toDate=12/27/11&fromDate=2/26/11&app=resvlink>

**(404) 239-0677**