



CA Sri Lanka Study Pack Policy

(For Students)

Education Division

The Institute of Chartered Accountants of Sri Lanka

What are the requirements to purchase study packs?

The Education Division publishes study texts for each level to provide subject knowledge and guidance to students who are reading for the respective CA Sri Lanka examination.

This is a self-study material and purchasing these study packs are a mandatory requirement to be eligible to sit for the examination if you are a first time attempter. Failure to collect your respective study pack/packs will lead to the withholding of the student's examination admission card.

What are the prices of the study packs?

Please visit: www.casrilanka.com>Student>Education

What is the process of purchasing study packs?

- You are required to use a “CA Sri Lanka Bank Deposit Slip”. It has three copies: Bank Copy, CA Sri Lanka Copy and Student Copy.
- Make the relevant payment to any “Bank of Ceylon” branch remitting the payment to the CA Sri Lanka account. (Use the relevant bank payment codes for each study pack which is mentioned in the reverse side of the payment slip.)
- You will be given a ‘study pack issue note’ from the study pack issuing counter. Submit the filled study pack issue note at the time you collect the study pack.
- Submit the CA Sri Lanka copy of the pay slip to the study pack issuing counter and collect the study pack.
- Alternatively, you also can make the respective cash payment to the “Cashier” (Head office) and collect the study pack from the study pack issuing counter (You are required to fill a payment slip and submit it to the sales centre).
- Students also have the option of collection their study pack from the “CA Sri Lanka Information Centres” located across the island (Please visit: www.casrilanka.com>Contacts) for more information.

What is the deadline to collect study packs?

Students who apply for any subject as a first time attempter should **pay and collect** the study pack prior to the closing date of submitting the examination application. The exam application closing date is mentioned in the exam calendar published in the CA Sri Lanka website.

Those who do not intend to apply for forthcoming exams, and delay in collecting the study packs will not be issued with the study pack after 6 months of the payment. In such situations, the total amount of the relevant study pack will have to be paid again if the student wants to collect the study pack.

Those who made the payment in the previous year and collect the study pack in the following year will have to pay the price difference before collecting the study pack.

Please do not:

- attach study pack payment slip with the exam application
- enter wrong payment codes in the cash deposit slip

How often is the study pack fee revised?

- Study pack prices are subjected to revision every January.
- Revised prices are published on the CA Sri Lanka website (www.casrilanka>Students>Education)

What are the issues a student may encounter if he/she enters the wrong payment codes?

1.If you have made the payment for different level study pack/packs

- A written request should be submitted to the study pack issuing counter or the Education Division confirming that no study pack was obtained or intended to obtain for the original payment code and request for a transfer of the payment to the correct payment code.
- No charges will be levied for such transfers.
- Transfers can be made by the authorised employees of the respective division

2. If you have made the payment under an incorrect payment code:

- A written request should be submitted to the respective division confirming that the payment was made for a study pack.
- The transfer request should be recommended by the respective division for which the payment was originally made.
- The recommended request letter & payslip needs to be submitted to the Finance Division to effect the transfers.
- Payments less than Rs. 1,000/- will not be considered for transfers
- No charges will be levied for such transfers

Clarifications on transitional arrangements

Earlier in Final I, I purchased the Advanced Financial Reporting study pack. Therefore, should I purchase the study pack if I apply for the KB 1?

Students who apply for KB 1 Business Financial Reporting for the first attempt should purchase the study pack .KB 1 Business Financial Reporting is a new subject in the new syllabus with effect from 2015.

I have purchased the study pack for Account Application & Taxation module (CAB II). Can I purchase only the revised Taxation study pack as the Taxation syllabus changes every year?

Students who purchased the Account application & Taxation study pack are allowed to purchase only the revised Taxation study pack by making half of the total payment.

I have purchased the Advanced Financial Reporting study pack in the Final I level. Should I purchase the study pack if I apply for the KC 1: Corporate Financial Reporting in Corporate Level ?

Students who purchased the Advanced Financial Reporting study pack in the old syllabus (Final I) are NOT required to purchase the same study pack in Corporate Level under the new syllabus.

How I should purchase study packs for each stage?

- **Executive Level** – The respective study pack can be purchased only for the subject/subjects the student is applying for at the examination
- **Business Level** – The respective study pack can be purchased only for the subject/subjects the student is applying for at the examination.
- **Corporate Level** – The study pack can be purchased only for the subjects applying for the examination.

Is it compulsory to purchase the study materials in a syllabus change?

It is not compulsory to purchase study packs or practice kits of the new syllabus if any student has purchased study packs under the old syllabus for the similar subject. However to prepare for the examination, students are advised to study the new study packs and practice kits.

Please refer “Transitional arrangements” shown in the syllabus document for more details. (www.casrilanka.com >Student >Syllabus)

How can I make further enquires on issues related to study packs?

Students can contact:

CA Sri Lanka Education Division 011 2352000 (Ext: 1426/7)

Study pack sales counter 011 2352000 (Ext: 1051)