

‘ABC School of Business’ —
Sample letter — For use after: 1 March 2014

PLEASE TYPE ON THE LETTERHEAD OF THE SCHOOL, COLLEGE OR DEPARTMENT OF BUSINESS OR THE LEGAL ENTITY TO WHICH THE SCHOOL BELONGS.

Please email a scanned copy as a JPG or PDF to “secretary@iicpa.com” **and** send original hardcopy by airmail to: IICPA, Box 9, Pakthongchai 30150, Thailand]

TO:
Director
IICPA — International Institute of Certified Public Accountants

Request for Professional Accounting Accreditation by the IICPA

We request a resolution by your Board of Directors to accredit our “ABC School of Business” [use legal name] and assignment of the IICPA-Accounting Accreditation logo for use on the School’s material, effective [state desired date, or “as soon as possible”].

We have read and agree to the *Standards for Professional Accounting Accreditation* as published and amended from time to time on your website www.IICPA.com under “Professional Accounting Accreditation.”

We intend to submit to you a current audited *Statement of Professional Accounting Education Conditions* prepared in accordance and compliance with the AASIB’s *Generally Accepted Education Principles* (GEAP), audited in accordance with the AASBI’s *Generally Accepted Educational Standards on Auditing* (GEASA).

In the absence of an audit by your visiting team, we propose the auditing firm [name and address of the public accountants nominated by the School] to be our professional accounting accreditation auditor(s) in accordance with GAESA Statement 200. We understand that the audit fees and expenses are a matter between ourselves and the auditing firm or auditors.

We also understand that IICPA does not levy any professional accounting accreditation fees *per se*, but annual accounting accreditation dues in the amount of \$500 USD (in addition to any annual dues levied by the AASBI at the beginning of the accreditation period). We also undertake to reimburse IICPA’s visiting team of up to two individuals for their normal travel expenses (business class airfare, food and lodging) at the site visit to a maximum of USD 6,000..

Yours truly,

Authorized signature

Authorized signature

(signed)

(signed)

President or VP Academic Affairs
Or other authorized person

Dean of the School of
Busioness (or other authorized person)

Enclosures:

Official Printed School Catalogue(s) for the past three (3) academic years.