

APPLICATION FOR STUDENT MEMBERSHIP

Please complete both sides of the form.

YOUR DETAILS: Salutation: Ms Mr

Name (Last, First) _____

Home Address: _____

_____ Suite _____

City: _____ Province/State: _____

Postal Code/Zip: _____ Country: _____

YEAR OF BIRTH: _____

TELEPHONE # (Business): (____) _____ (Residence): (____) _____ (Fax): (____) _____

EMAIL: (Business) _____ (Personal) _____

CURRENT EMPLOYMENT HISTORY:

NAME OF EMPLOYER _____	YOUR TITLE _____
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BUSINESS ADDRESS:

Number & Street _____	Suite # _____	City _____	Prov _____	Postal Code _____	Country _____
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PREFERENCES:

Which mailing address would you like us to use? Home Business Both

Which email address would you like us to use? Home Business Both

EDUCATIONAL QUALIFICATIONS:

NAME OF INSTITUTION	DEGREE/DESIGNATION	MAJOR (IF APPLICABLE)	YEAR COMPLETED
1. _____	_____	_____	_____
2. _____	_____	_____	_____

PROFESSIONAL QUALIFICATIONS:

NAME OF ASSOCIATION	DESIGNATION	YEAR COMPLETED
1. _____	_____	_____
2. _____	_____	_____

HOW DID YOU HEAR ABOUT CHARTERED SECRETARIES CANADA:

ICSA Road Shows/Career Talks
 Employer
 Tutor or Lecturer
 Education & Careers Expo
 Business Colleague
 Careers Service
 Website
 Friend or Relative
 Advertisement
 Other _____

TO THE CANADIAN DIVISION OF THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS;

I apply for registration as a student of Chartered Secretaries Canada and undertake to comply with all rules and regulations relating to students. I confirm that all the information given here is, to the best of my knowledge, accurate in all respects.

SIGNATURE: _____ **DATE:** _____

PLEASE RETURN THIS FORM WITH YOUR PAYMENT. OFFICIAL TRANSCRIPTS for course exemptions should be sent directly to this office from the issuing institution.

Please also complete reverse side.

2009 STUDENT FEE

ONE-TIME ADMINISTRATIVE FEE	\$50.00
2009 STUDENT MEMBERSHIP FEE	\$180.00
GST @ 5% (11896 9427 R)	\$11.50
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Sub-Total:	\$241.50

REGISTRATION for PROFESSIONAL PROGRAM

For students with a degree (but not law or business)

With a recognized university degree, you are exempt from taking two of the eight modules. Because you are claiming course exemptions, we will require your OFFICIAL TRANSCRIPTS. Chartered Secretaries Canada offers six of the eight required modules you require to complete the Professional Program. These are the five modules as listed below as well as Financial Accounting, a module that is not examined directly by Chartered Secretaries Canada and may be taken through an approved accredited college or university – by classroom or distance learning. Chartered Secretaries Canada must approve course outlines before you register in order to ensure compatibility with our requirements.

Please indicate at least one module you are registering for at this time.

- Corporate Law & Corporate Secretaryship @ \$750.00 + 5% GST = \$787.50 _____
- Corporate Governance @ \$450.00 + 5% GST = \$472.50 _____
- Corporate Administration @ \$450.00 + 5% GST = \$472.50 _____
- Corporate Financial Management @ \$450.00 + 5% GST = \$472.50 _____

TOTAL (Student Subscription fee + modules) : _____

If you submit this form before February 1, 2009, your first exam(s) be in Spring 2009 on May 6. If you submit this form between February 1 and September 1, 2009, your first exam will be in Fall 2009 on November 4. If you would prefer a later exam period for your first exams, please check off the appropriate box below. Let us know by 3 weeks in advance of the exam date if you'd like an extension to write at a later exam period.

- Spring 2009 (May 6) – closes March 1, 2009 Fall 2009 (November 4) – closes September 1, 2009

Payment may be made by bank draft, cheque, VISA or MasterCard

VISA/MasterCard # _____ Expiry Date _____

Name on Card (Print clearly) _____

Signature: _____

Please order a subscription to the *Canadian Corporate Secretaries Guide* (CCSG): YES NO
 You must have access to a subscription to the CCSG to complete your studies in the modules for *Corporate Law* and *Corporate Secretaryship*

NB: You will be **billed directly by CCH Canada for the CCSG** at the Chartered Secretaries Canada preferred rate that is 30% of the regular rate of \$900. The 2009 annual subscription for Chartered Secretaries Canada members is **\$630**. Once ordered, subscriptions cannot be cancelled.

RETURN THIS FORM TO:

CHARTERED SECRETARIES CANADA
 310 - 2175 Sheppard Avenue East • Toronto ON M2J 1W8 • Canada
 Fax: 416.491.1670 info@icsacanada.org

NEXT STEPS: Submit the completed form with payment to Chartered Secretaries Canada. Once accepted, a student number will be assigned. If a candidate is not eligible for Student Membership, fees submitted will not be processed and will be returned in full.

PROTECTION: All information provided in this form will be used by the Institute's administration function including the administration of its examinations and accreditation of qualifications. The provision of personal data by means of this form is voluntary. It may be accessible to officers, committees or other persons when processing registrations and examination matters.