

## 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
_____	_____

### BUSINESS ADDRESS:

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

### 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:	<b>\$241.50</b>

**REGISTRATION for PROFESSIONAL PROGRAM**

For students with a business degree

With a degree in business, you are exempt from taking four of the eight modules. You are required to take four modules, as listed below, to complete the Professional Program. Because you are claiming course exemptions, we will require your OFFICIAL TRANSCRIPTS.

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

- Corporate Law & Corporate Secretaryship @ \$750.00 + 5% GST = \$787.50 (2 modules) \_\_\_\_\_
- Corporate Governance @ \$450.00 + 5% GST = \$472.50 \_\_\_\_\_
- Corporate Administration @ \$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.