Chartered Secretaries Canada
202 – 300 March Road · Ottawa · ON · K2K 2E2 · Canada
T 613.595.1151 · 1.800.501.3440 · F 613.595.1155 · info@icsacanda.org · www.icsacanada.org

Year 2010
Student Fee Schedule

The schedule of student fees payable to Chartered Secretaries Canada is set out below.
Please note that applicabale taxes must be added. (GST/HST 11896 9427RT)

APPLICATION FEE: **$ 50.00**

ANNUAL STUDENT MEMBERSHIP FEE: **$180.00**

REGISTRATION & EXAMINATION FEE: **$450.00**
Each module's examination fee includes integrated and comprehensive learning support materials delivered in printed format. The materials are written to the module specification of syllabus content and learning outcomes and contain additional study guidance and self-assessment tests. They are designed and written to the level of the formal ICSA examination.

Students registering for Corporate Law and/or Corporate Secretarial Practice & Procedures will also require a copy of CCH Canadian's *Canadian Corporate Secretaries Guide*. The cost of this publication is set by the publisher.

EXAMINATION RESIT FEE: **$75.00**
If you fail an examination, fail to sit an examination, or withdraw from an examination after the closing date, you will not be entitled to a refund and will be required to pay a re-sit fee. However, if you are unable to sit an examination due to illness, you may be permitted to postpone your examination(s) until the next sitting at no additional cost, on production of a medical certificate.

FAILED EXAMINATION REPORTS: **$50.00**
Chartered Secretaries Canada will provide a report to candidates who have failed a Qualifying Scheme examination. The report is prepared by the Chief Examiner, in the requested module. These are detailed reports that describe the student's performance in each question of the examination with suggestions on how to obtain a satisfactory result.

SPECIAL EXAMINATION CENTRE FEE: **$100.00**
students who live outside of Canada, Bermuda, or Barbados may be charged a special examination centre fee.

Payment may be made by VISA, MasterCard, or cheque. Make cheques payable to:
The Institute of Chartered Secretaries and Administrators in Canada.

Return payment to:
Chartered Secretaries Canada
202-300 March Road. Ottawa, ON Canada K2K 2E2.
Canada Phone: 613-595-1151; 1-800-501-3440. Fax: 613-595-1155.

Email: info@icsacanada.org Web site: www.icsacanada.org

NOTES ABOUT FEES:
Chartered Secretaries Canada will notify applicants of their eligibility following an assessment of their Application for Student Membership and supporting documentation including transcripts.

Once accepted, a student number will be assigned and an invoice will be issued to cover the application fee, annual student membership fee, and any other costs (registration & examination fees, *Canadian Corporate Secretaries Guide*, etc.). Payment is due upon receipt in order to maintain your student membership in good standing.