

**Important Note :**

Registration Closing Date:  
**31 July 2009, Friday by 5pm**  
 Late Entries Will Not Be Accepted



**Current Student**

Centre for Corporate Management & Development Pte Ltd  
 149 Rochor Road #04-06 Fu Lu Shou Complex Singapore 188425 Tel: 6334 4302 Fax: 6334 4669  
 Company Registration Number: 200205555W

**ICSA IQS  
 COURSE REGISTRATION FORM**

**JULY TO NOVEMBER 2009**

PROFESSIONAL PART I	DAY/DATE
Singapore Taxation	Mon, 13 <sup>th</sup> July 2009
Corporate Law	Tue, 21 <sup>th</sup> July 2009
Financial Accounting	Fri, 17 <sup>th</sup> July 2009
PROFESSIONAL PART II	DAY/DATE
Corporate Administration	Mon, 13 <sup>th</sup> July 2009
Corporate Governance	Tue, 14 <sup>th</sup> July 2009
Corporate Financial Management	Wed, 15 <sup>th</sup> July 2009
Corporate Secretaryship	Fri, 17 <sup>th</sup> July 2009

PLEASE TICK (✓)




PLEASE TICK (✓)





**Personal Details**

Full Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ NRIC/PP No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address (Compulsory): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Tel (O): \_\_\_\_\_ Tel (H): \_\_\_\_\_

**Employment Details**

Designation: \_\_\_\_\_ Organisation: \_\_\_\_\_

**Method of Payment (Please Tick)**

Full Payment

Enrolment + Installment

Sponsored by Company

**Attention: Please read important notes overleaf.**

I declare that the information given in this form is true and accurate. I have read and will comply with all the terms and conditions, rules and regulations stipulated by CCMD and its representatives.

\_\_\_\_\_  
 Signature of Applicant/Date

**For Office Use**

Invoice No.	Payable	Fee Type	Amount	Mode of Payment	Receipt No.
	CCMD Pte Ltd	Full Payment			
	CCMD Pte Ltd	Enrolment			
	SAICSA	Exemption:			
	SAICSA	1 <sup>st</sup> Installment			
	SAICSA	2 <sup>nd</sup> Installment			
	SAICSA	3 <sup>rd</sup> Installment (for 2 modules)			

**ICSA International Qualifying Scheme (IQS)  
Course Registration for New Student**

**Terms & Conditions**

**1. Registration**

1.1 New students must complete the respective Student Registration and Course Registration Forms, and submit the duly completed forms together with the following before the stipulated closing date:

a. Certified true copies of educational qualifications, and requisite fees.

1.2 Students are allowed to attempt a maximum of two (2) modules in each examination sitting.

**2. Fees**

2.1 The fee per module is as follows:

Professional Programme Part 1 : S\$1,407.05 per module (incl. GST)

Professional Programme Part 2 : S\$1,631.75 per module (incl. GST)

2.3 Fee may be paid in full or by an installment plan.

2.4 Students with outstanding fees will not be permitted to write the examination.

2.5 Full payment of fees may be paid by Cheque, or NETS. Cheque payment for full course fee should be payable to "CCMD Pte Ltd".

**3 Exemption Fee**

3.1 Where exemption is granted, a non-refundable exemption fee per subject of **\$107.00** (inclusive of GST) will be charged.

3.2 Students will have to pay for the requisite exemption fee upon registration.

3.3 Cheque payment for exemption fee should be payable to "SAICSA".

**4 Installment Plan**

4.1 Students, who opt to pay by an installment plan must pay the requisite enrolment fee per module upon submission of the course registration form. Cheque payment for enrolment fee should be payable to "CCMD Pte Ltd".

4.2 Students, who opt for an installment plan of payment, must also complete an IBG form and submit it together with the registration form. Fee payable by installment will be collected via Inter-bank GIRO (IBG).

4.3 The fee payable (inclusive of GST) under the installment plans are as follows:-

**4.3.1. Installment Plan (1 Module)**

<b>Programme</b>	<b>Enrolment Fee</b>	<b>1<sup>st</sup> Installment</b>	<b>2<sup>nd</sup> Installment</b>	<b>Total</b>
Part 1	S\$743.65	S\$331.70	S\$331.70	S\$1,407.05
Part 2	S\$743.65	S\$444.05	S\$444.05	S\$1,631.75

#### 4.3.2. Installment Plan (2 modules)

Programme	Enrolment Fee	1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment	3 <sup>rd</sup> Installment	Total
Part 1	S\$1,487.30	S\$442.80	S\$442/-	S\$442/-	S\$2,814.10
Part 2	S\$1,487.30	S\$592.20	S\$592/-	S\$592/-	S\$3,263.50

#### 5. Withdrawal

- 5.1 Students who wish to withdraw from the course **before** the stipulated closing date must do so in writing, and will have to bear an administrative fee of **\$219.35** per module on withdrawal.
- 5.2 Students who wish to withdraw from the course **after** the stipulated closing date must do so in writing, and will have to bear the administrative, registration, study materials and examination fees of **\$743.65** per module on withdrawal.

#### 6. Refund Policy

- 6.1 No refund is allowed **after** the closing date of the course.
- 6.2 A written request for refund is required if student wishes to withdraw from the course.
- 6.3 There will be no refund for students on installment plan **after** the stipulated closing date.
- 6.4 Registration, exemption, renewal, re-sit and postponement fees are non-refundable fees.

#### 7. Postponement

- 7.1 Postponement of examination sitting will only be permitted in certain circumstances (e.g. bereavement of family member, taken ill during the examination period).
- 7.2 Application for postponement together with documentary evidence must be submitted to SAICSA within one week after the examination. Late submission will not be entertained.
- 7.3 A postponement fee of **\$374.50** per module (incl. GST) will be levied and must be submitted together with the application form. Cheque should be made payable to "SAICSA".
- 7.4 Upon receipt of the postponement fee, students will have to sit for the next examination diet, and no further postponement will be allowed.

#### 8. Tutorials

- 8.1 Tutorials are conducted on weekdays from 6.30 pm to 9.30 pm.
- 8.2 **CCMD Pte Ltd reserves the right to change the date, time and venue or cancel the course owing to unforeseen circumstances.**

**CENTRE FOR CORPORATE MANAGEMENT & DEVELOPMENT PTE LTD (CCMD PTE LTD)**  
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