

CSQS fee sheet

Please note that the relevant fee **must** be received with your registration and/or exam entry form.

Students should make payments by sterling cheque, credit card or sterling bank draft, made payable to ICSA. All completed forms and payments must be returned to:

ICSA
Members and Students Administration
16 Park Crescent
London
W1B 1AH
United Kingdom

Email: studentsupport@icsa.co.uk
Phone: +44 (0)20 7580 4741
Fax: +44 (0)20 7612 7027

CSQS Programme Levels 1 and 2

	Full rate	Reduced rate
	£	£
Initial registration fee (non-refundable)	100	50
Annual subscription fee (full year – 1 August to 31 July)	150	110
Annual subscription fee (half year – 1 February to 31 July)	75	55
Exemption fee per module	185	130
Standard exam entry fee per module	185	130
Standard exam re-sit fee per module (excluding the Case Study)	185	130
Standard exam postponement fee per module	95	65
Chartered Secretaries Case Study fee	250	200
Exam re-sit fee Chartered Secretaries Case Study	250	200
Exam postponement fee Chartered Secretaries Case Study	135	110

Fast-Track Professional – package price

	£	£
Package price includes non-refundable initial registration fee, the first subscription fee due and one exam entry for both of the applicable modules.		
Please note: the annual subscription fee year runs from 1 August to 31 July regardless of your registration date.	1,275	No reduced rate fee
Exam re-sit fee per module	250	No reduced rate fee
Exam postponement fee per module	135	No reduced rate fee

Additional CSQS fees

	£	£
Late examination entry fee (applicable if exam entry received within 5 days after closing date)	100	No reduced rate fee
Extra late examination entry fee (applicable if exam entry received after 5 days of the closing date) Acceptance of late entries is at the ICSA's discretion.	200	No reduced rate fee
Exam entry change – administration fee (applicable any time after entry has been processed)	25	No reduced rate fee
Refund administration fee (applicable if refund granted)	50	No reduced rate fee
Script report fee	60	No reduced rate fee
Student transcript fee	25	No reduced rate fee
Ex- student transcript fee	50	No reduced rate fee

Currently ICSA offers overseas reduced rates to CSQS students domiciled, registered, receiving all correspondence and sitting their examinations in one of the countries listed below. All other students are required to pay the full fee.

CSQS students domiciled, registered, receiving all correspondence and sitting their examinations in the following countries may pay the reduced rate fees:

Afghanistan	Curacao	Ivory Coast	Namibia	Swaziland
Algeria	Djibouti	Jamaica	Nauru Island	Syria
Angola	Dominica	Jordan	Nepal	Tajikistan
Anguilla	East Timor	Kazakhstan	New Caledonia	Tanzania
Antigua & Barbuda	Egypt	Kenya	Niger Republic	Tibet
Aruba	Equatorial Guinea	Kirghizstan	Nigeria	Togo
Ascension	Eritrea	Kiribati	Norfolk Island	Tonga
Bangladesh	Ethiopia	Kuwait	Northern Mariana Islands	Trinidad & Tobago
Barbados	Fiji	Lebanon	Papua New Guinea	Tristan de Cunha
Bhutan	French Polynesia	Lesotho	Pitcairn Island	Tunisia
Botswana	French West Indies	Liberia	Reunion	Turkmenistan
British Indian Ocean	Gabon	Libya	Rwanda	Turks & Caicos Islands
British Virgin Islands	Gambia	Madagascar	Samoa (American)	Tuvalu
Burkina	Gaza & Khan Yunis	Malawi	Sao Tome & Principe	Uganda
Faso Burundi	Ghana	Maldives	Senegal	Uzbekistan
Cameroon	Grenada	Mali	Seychelles	Vanuatu
Cape Verdi	Guadeloupe	Marshall Islands	Sierra Leone	Wake Island
Cayman Islands	Guam	Martinique	Somalia	Wallis and Fortuna Islands
Central African Republic	Guinea	Mauritania	Sri Lanka	Western Samoa
Chad	Guinea-Bissau	Mauritius	St Vincent	Yemen
Christmas Island	Guyana	Mongolia	St Lucia	Zaire
Cocos	Haiti	Montserrat	St Kitts & Nevis	Zambia
Comoros	India	Morocco	St Helena	
Congo	Iraq	Mozambique	Sudan	
Cuba	Israel	Myanmar	Suriname	

ICSA reserves the right to amend the above fees as and when necessary.