



The Governance  
Institute

# Student registration form

## Advanced Certificate in Corporate Governance

**Please complete in block capitals and black ink. Please return completed form together with the relevant payment to:** ICSA, Saffron House, 6–10 Kirby Street, London EC1N 8TS or [enquiries@icsa.org.uk](mailto:enquiries@icsa.org.uk)

**Personal details** – please complete all fields

Title: Mr/Mrs/Miss/Ms/Dr (please circle one) Other title: (please specify)

Surname/family name:

First name(s):

Date of birth: Gender: male/female (please circle one)

Email address:

Home address:

Postcode: Country:

**Contact telephone numbers – if you live overseas, please include country and area code:**

Preferred telephone no: work/home/mobile (please circle)

Alternative telephone no: work/home/mobile (please circle)

**Employment details** (if applicable)

Job title:

Employer name:

Employer address:

Postcode: Country:

Please indicate which address we should use for communication:  home  business

Please indicate the format of the study text book:  paperback  PDF

Office use only

Enquiry reference no.:

Student no.:

### Previous study and qualifications

Please tick highest level academic qualification you have achieved:

- no formal qualification
- GCSE/O-level or equivalent school-leaving exams
- A-level or equivalent exams that qualify you for university entry
- college/university qualification below degree level, e.g. HND in the UK
- college, university or postgraduate qualification

Please tick the following vocational/professional qualifications you have achieved:

- |   |  |
|---|--|
| <input type="checkbox"/> ICSA Certificate | <input type="checkbox"/> other vocational/professional qualification |
| <input type="checkbox"/> ICSA Diploma     | <input type="checkbox"/> member of a professional body               |

### Your information

ICSA respects the privacy of the personal data we hold and will not sell, share or transfer your personal information to third parties.

The information you have provided will enable us to register you as a student for your chosen qualification and will form the basis of your student record.

ICSA contacts students by email with information about your membership and qualification. You will also receive bulletins about ICSA's work, including: technical guidance, research, comment on governance issues, consultations and member events.

### What next?

ICSA aim to complete your registration within ten working days and will send confirmation by email once your payment and registration have been processed.

If you have any questions in the meantime, please contact Student Support on +44 (0)20 7580 4741 or by email [enquiries@icsa.org.uk](mailto:enquiries@icsa.org.uk).

### How did you hear about ICSA?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> ICSA website    | <input type="checkbox"/> a graduate/career magazine or website | <input type="checkbox"/> other magazine or website |
| <input type="checkbox"/> a press article | <input type="checkbox"/> the careers service                   | <input type="checkbox"/> a careers fair            |
| <input type="checkbox"/> family/friend   | <input type="checkbox"/> employer/colleague                    | <input type="checkbox"/> other                     |

### What is your current situation?

- |   |   |
|---|---|
| <input type="checkbox"/> recent graduate/post-graduate looking for work                               | <input type="checkbox"/> currently working in accountancy   |
| <input type="checkbox"/> currently working in company secretary/corporate governance or related field | <input type="checkbox"/> currently working in another field |
| <input type="checkbox"/> currently working in law   | <input type="checkbox"/> other – please specify:            |

### Exam entry

This section must be completed at time of registration.

### Closing dates for the receipt of exam entries are:

**1 April (June sitting)**

**1 October (Nov/Dec sitting)**

Please accept my entry for the Corporate Governance module at the following exam session:

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> June 2019 | <input type="checkbox"/> Nov 2019 |
|------------------------------------|-----------------------------------|

If you do not indicate an exam session, you will automatically be entered into the next available session.

**You must confirm the centre at which you wish to sit your exam(s) – if you do not select a centre below, you will be entered into the centre closest to the address you have provided on this form.**

**Preferred exam centre:** (choose from the list below)

**United Kingdom**

Aberdeen	Cardiff	Jersey	Nottingham
Belfast	Edinburgh	Leeds	Southampton
Birmingham	Glasgow	London	
Bristol	Guernsey	Manchester	
Cambridge	Isle of Man	Newcastle	

**Overseas**

Barbados: St Michael	Guyana: Georgetown	Malawi: Blantyre or	Sri Lanka: Colombo
Bermuda	Hong Kong	Lilongwe	Tanzania: Dar-es-Salaam
Botswana: Gaborone	India: Bangalore,	Mauritius	Trinidad: Port of Spain
British Virgin Islands:	Chennai, Kolkata,	Malta	Uganda: Kampala
Tortola	Mumbai or New Delhi	Nigeria: Lagos	United Arab Emirates:
Canada: Ottawa	Ireland: Cork, Dublin or	New Zealand: Auckland	Dubai
Cayman Islands	Waterford	Sierra Leone: Freetown	Zambia: Lusaka or Kitwe
Ghana: Accra or Kumasi	Jamaica: Kingston	Singapore	Zimbabwe: Harare
Gibraltar	Kenya: Nairobi	South Africa: Johannesburg	

**If you are unable to attend any of the exam centres listed above and would like information about arranging a special centre, or if you have a disability and/or special needs and require assistance, please contact Student Support by email at [enquiries@icsa.org.uk](mailto:enquiries@icsa.org.uk)**

Any amendments to your exam entry must be submitted by the closing date for the session and will incur an administration charge.

Tick this box if you do **not** want confirmation of any prizes won to be passed on to your local branch or published by ICSA.

**Sharing information**

Do you give permission for us to provide your employer with the results of your examination?  Yes  No

Do you give permission for us to provide your tuition provider with the results of your examination?  Yes  No

**Fee payment**

I enclose a cheque/bank draft for the sum of: £ \_\_\_\_\_ (please make cheque/bank draft payable to ICSA)

I enclose a completed credit card payment form. This form is available from [www.icsa.org.uk](http://www.icsa.org.uk).

**How are your student fees being paid?** (please tick appropriate box)

Self-funded

Employer-funded

**Please note that your registration and exam entry cannot be processed until ICSA has received full payment of the relevant fees.** Fee information is available from [www.icsa.org.uk](http://www.icsa.org.uk).

**Declaration**

I certify that the information given above is, to the best of my knowledge, accurate in all aspects. I have read and accept the ICSA student rules and regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**1 Returning your completed registration and examination entry form**

Completed application forms should be returned to Student Support (contact details above).

**2 What happens next?**

You will normally receive confirmation of your registration within ten days. If you do not receive confirmation within 14 days, please contact Student Support (contact details above).

**3 Checklist**

Before sending us your form, have you...

- Filled in the **correct form** for your chosen qualification?
- Completed **all sections** of this **registration form**?
- Chosen** your **exam session**?
- Signed** the declaration?
- Attached the **correct payment** for your qualification?