



KENSINGTON COLLEGE OF BUSINESS

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THE INSTITUTE OF CHARTERED SECRETARIES & ADMINISTRATORS (ICSA) PART-TIME APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

College ID Number (official use only):

Surname		Title (e.g. Mr/Ms/Mrs)	
Forename		Other Names	
Date of Birth		Nationality	
UK Address			
Town/City		Postcode	
UK Home Tel No.		E-mail Address	
UK Mobile No.		Tel No. (Work)	
Disability, specify if any		ICSA Student Registration number (if known)	

SPONSOR DETAILS (IF APPLICABLE) - If your company is sponsoring you, please attach their letter of confirmation.

Name of Sponsor		Company (if applicable)	
Address		Tel No.	
Postcode		Email	

Please tell us how you heard of the College

QUALIFICATIONS You do not need to complete these sections on previous education & work experience if you quoted your ICSA student registration number above. Students are accepted subject to the entry criteria of the professional body whose examinations they are entering. No exemptions are available for work experience from any of the ICSA programmes. The College can provide advice on eligibility.

Date of Study

From	To	Name of College / University Attended	Course Title	Grades / Overall %

WORK EXPERIENCE

From	To	Name & Address of Employer	Job Title	Brief Description

Please tick the appropriate boxes

ICSA CERTIFICATE IN COMPANY SECRETARIAL PRACTICE & SHARE REGISTRATION PRACTICE (CCSP)					
	Course Fee	Re-sit Exam	Online Course	Evening Course	
Full fees for all four CCSP subjects plus revision	<input type="checkbox"/> £1200		<input type="checkbox"/> February <input type="checkbox"/> October	<input type="checkbox"/> February <input type="checkbox"/> October	
Company Secretarial Practice	<input type="checkbox"/> £300	<input type="checkbox"/> £80	<input type="checkbox"/> October	<input type="checkbox"/> October	
Share Registration Practice	<input type="checkbox"/> £300	<input type="checkbox"/> £80	<input type="checkbox"/> October	<input type="checkbox"/> October	
Law & Practice of Meetings	<input type="checkbox"/> £300	<input type="checkbox"/> £80	<input type="checkbox"/> February	<input type="checkbox"/> February	
Financial Services Regulatory Knowledge	<input type="checkbox"/> £300	<input type="checkbox"/> £80	<input type="checkbox"/> February	<input type="checkbox"/> February	
Advanced Certificate in Corporate Governance (ACCG)					
	Course Fee	Revision Fee	September	February	Evening
Corporate Governance	<input type="checkbox"/> £350	<input type="checkbox"/> £250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chartered Secretaries Qualifying Scheme (CSQS) Level 1					
	Course Fee	Revision Fee	September	February	Evening
Financial Reporting & Analysis	<input type="checkbox"/> £350	<input type="checkbox"/> £300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied Business Law	<input type="checkbox"/> £350	<input type="checkbox"/> £250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Law	<input type="checkbox"/> £350	<input type="checkbox"/> £250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Governance	<input type="checkbox"/> £350	<input type="checkbox"/> £250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chartered Secretaries Qualifying Scheme (CSQS) Level 2					
Financial Decision Making	<input type="checkbox"/> £350	<input type="checkbox"/> £300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategy in Practice	<input type="checkbox"/> £350	<input type="checkbox"/> £250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Secretarial Practice	<input type="checkbox"/> £350	<input type="checkbox"/> £250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chartered Secretaries Case Study	<input type="checkbox"/> £250	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOW WILL YOU PAY YOUR COURSE FEE:			
Cash (in person) <input type="checkbox"/>	Credit/Debit card (in person) <input type="checkbox"/>	Cheque <input type="checkbox"/>	Online Bank Transfer <input type="checkbox"/>

TERMS AND CONDITIONS:

1. This application form is correct at the time of printing but is subject to alteration.
2. **ACCG & CSQS** students are individually responsible for their student registration and examination entry with the **ICSA**.
3. **KCB** reserves the right to access **ACCG & CSQS** student results in the **ICSA** examinations. This information will be used for internal college purposes only.
4. **KCB** reserves the right to provide information of **CCSP** students' name and contact details to **ICSA**.
5. We only accept cash (in person), credit/debit cards (in person), cheques and online bank transfer.
6. Please note that we cannot accept credit/debit card payment over the phone. If you wish to pay by card please do so in person at the College.
7. Fees and sums paid for courses and course materials are non-refundable, unless the College exercises its right to cancel the course if there are insufficient enrolments.
8. If you decide to withdraw from the course, the course fee will NOT be refunded.
9. The evening classes for **ACCG & CSQS** are a "Stand-Alone" course, the weekend revision classes are charged separately. It will be beneficial for you to attend weekend revision in preparation for examinations.

I confirm that the information given in this form is correct. I accept that this agreement is subject to the College's Terms & Conditions that I have read and understood.

Signature:

Date:

FOR ICSA CERTIFICATE IN COMPANY SECRETARIAL PRACTICE & SHARE REGISTRATION PRACTICE (CCSP) ONLY COURSE REGISTRATION	
I apply for the admission to the course in the ICSA Certificate in Company Secretarial Practice & Share Registration Practice and undertake to comply with the terms and regulations to the course participants. I certify that the information given above is to the best of my knowledge, accurate in all respects. I enclose a cheque for £300 (payable to KENSINGTON COLLEGE OF BUSINESS) as a deposit towards the course.	
Signature:	Date:

For Office Use Only