



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		Middle Name(s)	
Date of Birth		Nationality	
UK Address			
Town/City		Postcode	
Home Tel No.		E-mail Address	
Mobile No.		Tel No. (Work)	
Disability, specify if any		ICSA Student Registration number	

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

Name of Sponsor		Company (if applicable)	
Address		Postcode	
E-mail Address		Tel No.	

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 ICSA.

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)			
	Evening Course	Online Course	Start Date
Full fees for all four CCSP modules plus revision	<input type="checkbox"/> £1200	<input type="checkbox"/> £1200	<input type="checkbox"/> Oct <input type="checkbox"/> Feb

ICSA Qualifying Programme				
	Evening Course	Revision Course	Feb – May Semester	Sep – Nov Semester
Company Compliance & Admin.	<input type="checkbox"/> £375	<input type="checkbox"/> £275	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Governance	<input type="checkbox"/> £375	<input type="checkbox"/> £275	<input type="checkbox"/>	<input type="checkbox"/>
Company Law	<input type="checkbox"/> £375	<input type="checkbox"/> £275	<input type="checkbox"/>	<input type="checkbox"/>
Interpreting Financial & Accounting Info.	<input type="checkbox"/> £375	<input type="checkbox"/> £325	<input type="checkbox"/>	<input type="checkbox"/>
Boardroom Dynamics	<input type="checkbox"/> £375	<input type="checkbox"/> £275	<input type="checkbox"/>	<input type="checkbox"/>
Development of Strategy	<input type="checkbox"/> £375	<input type="checkbox"/> £275	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/> £375	<input type="checkbox"/> £275	<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"/> Sponsor <input type="checkbox"/>

TERMS AND CONDITIONS:

1. This application form is correct at the time of printing but is subject to alteration.
2. KCB reserves the right to cancel the course if there are insufficient enrolments.
3. If you decide to withdraw from the course, before or after the classes have commenced, the course fee will NOT be refunded and you will be liable to pay any outstanding balance.
4. Sponsored students must provide a letter from their sponsor confirming sponsorship. This letter should also include the name, email and postal address of the person the invoice should be sent to.
5. Qualifying Programme students are individually responsible for their student registration and examination entry with ICSA. CCSP students do not need to register with ICSA.
6. KCB reserves the right to access Qualifying Programme student results in the ICSA examinations. This information will be used for internal college purposes only.
7. KCB reserves the right to provide information of CCSP students' name and contact details to ICSA.
8. The evening classes for the Qualifying Programme do not include revision. The weekend revision classes are charged separately. It will be beneficial for you to attend weekend revision classes in preparation for the 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 above that I have read and understood.

Signature:

Date:

For Office Use Only