



The Governance
Institute

Student registration form

Chartered Secretaries Qualifying Scheme (CSQS)

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

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

How do you intend to study?

- self study through a tuition provider (distance learning)
 through a tuition provider (face to face) through a tuition provider (blended learning)

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 which qualify you for university entry
- college or 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:

- ICSA Certificate
- ICSA Diploma
- other vocational/professional qualification
- member of a professional body

Student fees paid by: (please tick appropriate box)

- self-funded
- employer-funded

What is your current situation?

- recent graduate/post-graduate looking for work
- currently working in company secretary/corporate governance or related field
- currently working in law
- currently working in accountancy
- currently working in another field
- other – please specify:

How did you hear about ICSA?

- ICSA website
- a graduate/career magazine or website
- other magazine or website
- a press article
- the careers service
- a careers fair
- family/friend
- employer/colleague
- other

Application for exemptions

If you are applying for exemptions, please attach authenticated photocopies of the certificates and transcripts that form the basis of your claim.

Office use only

Exemptions awarded:

- Financial Reporting & Analysis
- Corporate Law
- Applied Business Law
- Health Service Governance
- Strategy in Practice
- Financial Decision Making

Payment

Your registration will be processed once ICSA has received full payment of your fees. Fee information is available from www.icsa.org.uk.

- I enclose a cheque/bank draft for the sum of: £ _____ (please make cheque/bank draft payable to ICSA)
- I enclose a completed payment form for the sum of: £ _____ (the payment form is available from www.icsa.org.uk)

Character and standing

Yes No

1. Are you an undischarged bankrupt, or are your affairs currently subject to an arrangement with creditors or other external administration, or are any such proceedings pending against you?
2. Have you been convicted of an offence (other than a spent conviction) of such a nature that, had you been a member of the Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by the Institute under byelaw 24.8?
3. Have you conducted yourself, whether by act, neglect or default, in a manner that, had you been a member of the Institute at the time:
- might have been; or
 - is likely to have been
- discreditable to the Institute having regard to the ICSA code of professional ethics and conduct; or if you are admitted as member of the Institute, may be discreditable to the Institute having regard to the ICSA code of professional ethics and conduct?

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. If you have applied for exemptions from any modules it will help us to decide whether these can be granted.

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.

If you would like email updates about ICSA's products and services for governance professionals, please tick:

Applicant's signature

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: _____

Completed registration forms and payment should be returned to Student Support by email or post:

Student Support
ICSA
Saffron House
6–10 Kirby Street
London EC1N 8TS

Phone: +44 (0)20 7580 4741
Email: studentsupport@icsa.org.uk

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 studentsupport@icsa.org.uk.