

## Memorandum

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To All CA Training Offices  
Subject CASB 2010/11 Registration Information  
Date January 18, 2010

From Dan Magnan, MEd  
VP Student & Support Services

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### Administrative Fee Schedule

The new CASB Administrative Fee Schedule for the 2010/11 academic year reflects increases that average 3%. The new schedule can be found on CASB's website ([www.casb.com](http://www.casb.com)).

In a departure from previous years, there will be no fees for the CICA Handbooks, Tax Act and IFRS reference materials because they will be available electronically.

Details regarding the most common fees follow:

- General Registration
  - Initial Registration - \$350
  - Annual Dues (full year) - \$880
- Module 1-5 Registration - \$980
- Module 6 (full registration) - \$1700
- UFE - \$1270

### 2010/2011 Registration Forms and Instructions

For firms registering more than one student:

If your firm is registering more than one student, you must use the Remittance Advice Form to register your students. Registration and/or Module Registration form(s) must also be submitted for each student who is included on the Remittance Advice Form. This form standardizes the way CASB collects payments and is designed to quickly capture remittance information and to automatically calculate the correct total to submit to CASB. When payment is sent, please submit a completed copy of the Remittance Advice Form. More detailed instructions are included on the first page of the form. Assistance is available via phone and email should you have any questions.

Please visit the CASB website ([www.casb.com](http://www.casb.com)), click on the "Employer Info" tab and click on the "Forms for CATO Use" link to access the following forms:

- CASB's 2010/11 Registration – Remittance Advice Form
- CASB's 2010/11 Student Registration Application Form (PDF fillable) and New Student Registration Checklist
- CASB's 2010/11 Module Registration Form (PDF fillable)

To facilitate completion, CASB's 2010/11 forms are now PDF fillable. *Please note that a digital ID is needed if you are paying by credit card, and payment is required when you submit your forms.*

For firms registering **only one student**:

If your firm is only registering one student, simply complete and submit the standard registration forms. You do not need to complete the Remittance Advice Form.

### **Schedule of Module Key Date Changes**

In response to operational considerations, some of CASB's module key dates have changed. All registration periods for Modules One through Five will now close approximately two months prior to the start of modules, appeal deadlines have been adjusted by a few days, and Spring 2010 results will be released on two separate dates. Please visit the CASB website ([www.casb.com](http://www.casb.com)) to access the most recent version.

### **Temporary Relaxation of Employment Policies Extended to March 31, 2011**

Due to the difficult economic situation that existed in 2009/10, CASB temporarily relaxed its employment policy with respect to module enrolment. Our goal was to help students maintain momentum with respect to their educational program. While the economy for 2010/11 has improved somewhat, we are still concerned that it is not robust enough to support all of our students. Consequently, CASB will continue to temporarily relax its employment policies until March 31, 2011. The amended policy follows:

- New, prospective students will be able to enrol once in each of Modules One and Two without being employed or having a written offer of employment in hand.
- A CASB student will be able to enrol once in a maximum of two of CASB Modules Three, Four and Five while unemployed or without a written offer of employment in hand.
- A CASB student will not be held back from enrolling in Module Six or writing the UFE solely on the basis of not being currently employed. A student must have eight months of qualifying experience to participate in Module Six.

### **Module 6 Registration Information**

Please encourage your Module 6 students who will be eligible to write the 2010 UFE to carefully review the "Module 6 Registration Information" memo found under "*Quick Links*" on CASB's website ([www.casb.com](http://www.casb.com)).

### **Late Module Registration Policy Reminder**

For a \$300 non-refundable fee, module registrations will now be accepted for up to five business days past the registration deadlines. Late registrants will be placed on a wait list for the requested module and Face-to-Face Information Session (FFIS) location. If CASB is able to accommodate the late registrant, the student will be informed no later than two weeks prior to the module start date. Although CASB will endeavour to accommodate all late registering students, placement on the wait list does not guarantee acceptance into the requested module.

CASB will apply the following considerations when processing the late registrants:

- The quality of education must not be compromised
- Additional FFIS and material logistics must be manageable
- Decisions must be fair for all students

This policy is intended to extend some degree of flexibility to employers and students regarding CASB's deadlines while still providing CASB's educational and operational staff sufficient lead time to properly execute registrations as well as to hire facilitators and organize locations for FFISs and evaluations.

### **Face-to-Face Temporary Accommodation Policy**

Due to the H1N1 pandemic, CASB has temporarily relaxed its policy regarding attendance at face-to-face sessions. Although there are fewer H1N1 cases at this time, CASB will be maintaining its temporary accommodation policy for face-to-face sessions.

Students who miss the face-to-face session for reasons beyond their control will be allowed to write the evaluation and, if successful, continue to the next module. However, the student must attend the face-to-face in the next available offering in order to be granted credit for the module. In accordance with current policy requirements, students must still submit the required documentation to [accommodation@casb.com](mailto:accommodation@casb.com) for review and approval.

### **Other Business**

A new version of CASB's Education Policy Manual was posted on the CASB website on January 4, 2010. Most of the changes are in the nature of clarification, reorganization and non-substantive update. This new version fully incorporates provisions of the recently published "Practical Experience Requirements - 2009".

### **Contact Information**

For questions regarding general registrations and new student registrations, please contact the General Registration department via email at [generalregistrations@casb.com](mailto:generalregistrations@casb.com).

For questions regarding module registrations, please contact the Delivery Services department via email at [moduleregistration@casb.com](mailto:moduleregistration@casb.com).

Alternatively, staff from either department can be contacted by phone toll free at 1 866 420.2350 or for Edmonton firms at (780) 420.2350.