

Memorandum

To	All Students	From	Dan Magnan, MEd
Subject	CASB 2010/11 Registration Information		VP Student & Support Services
Date	January 18, 2010		

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).

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

2010/11 Registration Forms and Instructions

New CASB students must submit the following forms and required fees:

- 2010/11 Student Registration Application Form (PDF fillable) and New Student Registration Checklist

If you are already a CASB student, to enrol in modules, you will need to submit the following module registration form and corresponding fees:

- 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.* Please visit the CASB website (www.casb.com) and click on the "Forms" tab in the upper right hand corner to access these forms.

Please note that your firm's human resource staff and/or CASB contact have received this information as well.

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) 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

If you are planning on taking Module 6 and on writing the UFE in 2010, please carefully review the "Module 6 Registration Information" memo found under "*Quick Links*" on CASB's website (www.casb.com).

Late Module Registration Policy Reminder

For a \$300 non-refundable fee, module registrations will now be accepted for up to 5 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 a late registration, you will be informed no later than a minimum of 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 accommodations@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.

For questions regarding module registrations, please contact the Delivery Services department via email at 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.