

Credit Institute of Canada
L'Institut Canadien du Cr dit

**DEFERRAL EXAMINATION APPLICATION
SPRING (JUNE) 2010**

Students who are eligible to write a sessional examination at the **Spring 2010** session may complete this application to request a deferral of the *sessional examination* to another examination session (as indicated below).

DEFERRAL APPLICATION FOR SPRING 2010 SESSIONAL EXAMINATIONS			
Student Number _____ Student Name _____			
I am eligible to write a sessional examination and I wish to defer this examination to the session I have indicated with a \surd . <i>Students are encouraged to consider their situation carefully as changes to their session choice will not be permitted.</i>			
Summer (September) 2010 <i>Submission deadline:</i> For June exams deferred to September 2010: Friday May 28, 2010	Fall (December) 2010 <i>Submission deadline:</i> For June exams deferred to December 2010: Friday May 28, 2010	Winter (March) 2011 <i>Submission deadline:</i> For June exams deferred to March 2010: Friday May 28, 2010	Term Assessment marks <u>will not</u> be carried forward for deferred examinations. The final course mark will be based 100% on the examination To be eligible to defer a sessional examination to the December 2010 or March 2011 examination, a student must register (i.e. pay the basic tuition fee for the 2010/1011 academic year.
<input type="checkbox"/> FA1 <input type="checkbox"/> EM1 <input type="checkbox"/> LW1 <input type="checkbox"/> CM1	<input type="checkbox"/> FA1 <input type="checkbox"/> MS1 <input type="checkbox"/> LW1 <input type="checkbox"/> CM1	FN1	

The deferral examination fee of \$ 112.00 (includes GST) per examination is payable with submission of this application and is *non-refundable*. Payment may be made by cash, cheque, or credit card.

DEFERRED EXAM LOCATION APPLICATION		
My exam location is: (i.e.) Location – Toronto Code - TO LOCATION _____ CODE _____ <input type="checkbox"/> Other* (If other, complete BOX 1)	BOX 1: EXAM SUPERVISOR'S INFORMATION Exam Supervisor's Name <hr/> Exam Supervisor's Occupation (must be a professional person i.e. CCP, CGA, teacher, lawyer, doctor) <hr/> Exam Supervisor's Address or PO Box <hr/> City, Town / Province / Postal Code <hr/> Exam Supervisor's Business Telephone No. <hr/> Exam Supervisor's Email Address	PAYMENT SECTION <input type="checkbox"/> Cheque <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Total \$ _____ Credit Card Number _____ Expiry Date (Month/Year) _____ Signature _____

* **Indicate "Other"** only if you are not within a 100 KM commuting distance of an exam centre. If you are unable to write at an exam centre, you must arrange to have a CCP, CGA or another approved professionally designated individual supervise your examination. If exam invigilation arrangements cannot be made with a CCP or CGA in your area, you must arrange to have a Credit Institute approved **professional (i.e. C.A., CMA, teacher/professor, lawyer, medical doctor, etc.)**, accept the responsibility of invigilating a CGA examination. If an approved invigilator is not available, students will be responsible for travelling to the nearest CGA examination centre. STUDENTS ARE RESPONSIBLE FOR ADVISING THE CREDIT INSTITUTE OF THEIR SPECIAL EXAMINATION INVIGILATOR'S NAME, FULL MAILING ADDRESS AND TELEPHONE NUMBER, background information, and references. Relatives and immediate employment supervisors are not eligible to supervise an exam. Students will be advised if their choice of invigilator does not meet the approval of the Credit Institute. If others in your area are sitting the same day, a mutual invigilator must be arranged. Exams must be written on the day and the time they are scheduled.