

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

**SUPPLEMENTAL EXAMINATION APPLICATION**

**Please complete and fax to: 416-572-2619**

Students who attained a grade of less than 65% but at least fifty percent (50%) in a sessional course examination at the March 2010 examination session are eligible to write a supplemental examination at the June 2010 examination session provided an applicable course examination is being offered.

**THE APPLICATION DEADLINE IS May 17, 2010. All examination fees are payable with submission of application and are non-refundable. To be eligible to write a supplemental examination at the March 2010 or June 2010 examination session, a student must be registered (i.e. basic tuition paid - \$390.00) for the corresponding academic year. Payment may be made by cheque, or credit card.**

<b>SUPPLEMENTAL EXAMINATION APPLICATION</b>		
Student Number _____		Student Name _____
I am eligible to write a supplemental examination and I wish to write this examination at the session I have indicated with a $\surd$ . Students are encouraged to consider their situation carefully as changes to their session choice will not be permitted.		
<p style="text-align: center;"><i>June 7, 2010</i> <i>Submission deadline:</i> <b>May 17, 2010</b></p> <p><input type="checkbox"/> CR1 - Credit Management exam</p> <p><input type="checkbox"/> CR2 - Advanced Credit Management exam</p>		<p style="text-align: center;"><i>August 30, 2010</i> <i>Submission deadline:</i> <b>May 17, 2010</b></p> <p><input type="checkbox"/> CR1 - Credit Management exam</p> <p><input type="checkbox"/> CR2 - Advanced Credit Management exam</p>

**Term Assessment marks will not be carried forward for supplemental examinations. The examination mark will be based 100% on the examination.**

**The supplemental examination fee of \$200.00 per examination is payable with submission of this application and is non-refundable. Payment may be made by cheque, or credit card.**

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

**\* 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. CCP, 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:**