

Memorandum

To	All CA Training Offices	From	John D. Gunn, MEd, FCA
Subject	CASB FEE SCHEDULE FOR 2008/09		CASB CEO
Date	January 31 2008		

Our new fee schedule (copy attached) shows that for the upcoming year (ended March 31, 2009) CASB's fees will increase by an average of 13%. This fee increase will allow us to make necessary investments in premises, technology, curriculum and human resources infrastructure, primarily in a booming Edmonton market, suitable for delivering our educational services to a rapidly growing number of students in a changing world for professional accountants.

CASB is proud of its success in preparing students for their attempt at the UFE and for their future careers as Chartered Accountants. As I expect you know, recent first-time UFE pass rates for CASB students have been in the neighbourhood of 90%. We are committed to continuing our emerging track record of success as we address the need to expand and enhance our operational capacity, and at the same time to refresh our curriculum for the upcoming introduction of international accounting and auditing standards.

Our volume of activity has been growing significantly. For example, CASB delivered 5,200 learning modules to its students in the year ended March 31, 2006, and we expect to deliver 9,200 modules in the year ended March 31, 2009. That is a 77% increase over a three-year period. We are currently making a major effort to rationalize our registration and module delivery processes to provide consistent reliable services in the face of these volume increases. This effort includes a move to new office facilities in Edmonton and a significant investment in computer technology and related systems.

In addition, we are planning a major renewal of our curriculum and learning module materials over the next two years. This is necessitated by the upcoming introduction of international accounting standards. And, we are treating this as an opportunity to refresh and update our material, building on what we have learned from our successful experience to date.

We want to work with you as we navigate our way through these significant adjustments, so please do not hesitate to contact me, via email or phone, if you have questions.

CA School of Business

British Columbia • Alberta • Saskatchewan • Manitoba



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2008/2009 ADMINISTRATIVE FEE SCHEDULE

Initial Registration Fee (new students)	\$325
Annual Student Dues 2008/09	\$820
New Student Dues (new student registrations)	April 1, 2008 – September 30, 2008 = \$820 October 1, 2008 – March 31, 2009 = \$410 Co-op/Summer students = \$410 per year
Module Fees	Modules 1 – 5, 7 = \$925 Module 6 = \$1,600
Uniform Evaluation (UFE) Fee	\$1,200
FFIS or Evaluation Accommodation	\$265
Evaluation Location (outside CASB region)	\$265
Deferral of Module Registration	- 8 wks to - 2 wks (prior to module commencement) = 20% - 2 wks to start of module* = 40%
Module Withdrawal	- 8 wks to - 2 wks (prior to module commencement) = 20% - 2 wks to +2 wks into module** = 40% >2 wks into module = 100%
Audit Module	\$275
Module Reviews & Appeals	
Module Results Review	\$160
Admission Appeal Committee	\$250
CASB Board of Directors	\$250
Prospective Student Assessments	
Domestic transcripts	\$80
Mature Assessments	\$80
Foreign transcripts/credentials	\$125
Senior Practitioner Assessments	\$565
Transcripts (transcripts of all module results to be issued to either an outside organization or a student)	
Current students	\$25 for first request and \$3 for each additional copy
Former students	\$35 for first request and \$3 for each additional copy
Letter of standing/other confirmations of student registration	
Normal processing (1 week to produce)	No charge
Rush processing (48 hours to produce)	\$30
Recovery On-line Tasks (file retrieval)	\$125/hour (2 hour minimum)

Student dues, initial registration fee, module deferral fees and audit module fees are non-refundable.

CASB will no longer be collecting GST on our fees effective April 1, 2007.

* Subject to space availability. Registration is not guaranteed and FFIS or Evaluation location of choice may not be available.

** Withdrawals will be accepted without an attempt being charged up until the end of the fifth week. Withdrawals after the 5th week – students will be charged with an attempt and recorded as “not eligible to proceed.” In all cases the student is obligated to advise the CASB Student & Support Services (in writing) if they cannot actively continue to participate in a module.

Please note: To ensure timely communications, please include the word “CASB” as the first word in the e-mail’s subject line and please do not use free e-mail accounts when e-mailing CASB staff as these are often blocked by the spam filter.

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To	All CA Training Offices	From	John D. Gunn, MEd, FCA
Subject	2008/09 REGISTRATION		CASB CEO
Date	January 31 2008		

Links to new forms posted today to the CASB website are below. Please encourage your students to fill out these forms electronically and print the completed versions for signature and submission. This will hopefully save them (and you) some time, and will allow us to process them more quickly.

CASB has created a new form, the "CASB Registration - Remittance Advice" form. We encourage you to make use of this form if you are collecting your students' registration forms and submitting them to CASB as a package. This form standardizes the way CASB collects payments and is designed to quickly capture remittance information. When you send payment, please submit a completed copy of the remittance advice form. The instructions are on the first page, and CASB staff are prepared to assist you if you have questions.

Registration Links:

CASB's 2008/09 Student Registration Application can be found at:

http://www.casb.com/pdf/Forms/2008_Student_Registration_Application.pdf

CASB's 2008/09 Module Registration Form can be found at:

http://www.casb.com/pdf/Forms/2008_Spring_Module_Application.pdf

If you have any questions, please do not hesitate to contact me via email or telephone.

Memorandum

To	All CA Training Offices	From	John D. Gunn, MEd FCA
Subject	NEW POLICY RE MODULE REGISTRATION DEADLINES AND LATE FEE PENALTIES		CASB CEO
Date	January 31 2008		

In the year beginning April 1, 2008, CASB expects to deliver more than 9,000 modules to approximately 4,400 students. In comparison, in the year beginning April 1, 2005, we delivered 5,200 modules to 3,300 students. We are committed to providing consistent and reliable services to our students and their employers. However, given our larger student volumes, we need to standardize our processes more than we have in the past, while retaining as much flexibility as possible.

Because of this, we have eliminated our late fee penalties, and we are **no longer able to accept late module registrations**. The registration deadline for our spring module offerings has been extended to **March 14, 2008**, and module registrations received after this date will not be processed. We believe that this change will provide us with sufficient lead time to recruit and assign on-line and face-to-face facilitators, reserve facilities for face-to-face learning sessions and module-end evaluation writing and marking, and produce and distribute course material.

We want to work with you as we navigate our way through these significant adjustments to our processes, so please do not hesitate to contact me, via email or phone, if you have questions.