

Module 1 Application Form Fall 2010

To complete the module application form, please ensure steps 1-5 & 7 are completed on pages 3-4.

Step 1: Complete Personal Information

This section must be completed in its entirety. You must provide your first name, last name and middle name (if applicable), birth date, email, phone number and employer name. You must also provide your CASB Student ID.

CASB Student IDs are provided to registered students. If you have not yet registered as a student with CASB, you must complete and submit a Student Registration Application Form. Module Application Forms submitted by non-registered students will be returned.

Incomplete Module Application Forms will not be processed.

Step 2: Complete Prerequisite Confirmation

Students must ensure that they have completed the required prerequisites before starting Module 1. Please refer to the Education Policy Manual for complete information on required prerequisites.

Step 3: Select Module

Select the module and session you wish to register for.

Step 4: Select Face-To-Face Interactive Session (FFIS) Location

A list of FFIS locations will be posted on our website at <http://www.casb.com> two weeks prior to the FFIS.

Please note: a minimum number of students is required to hold a FFIS in any particular location. If there are not sufficient registrants, students may be transferred to an alternate location.

Step 5: Select Evaluation Location

The evaluation location is independent of the FFIS location. If the evaluation location is not selected, the evaluation location will be recorded the same as the FFIS location. There are 19 Primary Evaluation Locations and 9 Alternative Evaluation Locations for students who live more than 150km away from one of the 19 Primary Evaluation Locations.

A list of evaluation locations will be posted on our website at <http://www.casb.com> two weeks prior to the evaluation session.

*** Students who live more than 150km away from one of the 19 Primary Evaluation Locations have the option of choosing an Alternative Evaluation Location. The Alternative Evaluation Location is not guaranteed; it will be reviewed on a case by case basis. You may be required to attend one of the 19 Primary Evaluation Locations listed.

Step 6: Complete Module Registration Wait List Information (Only for Forms submitted from August 17 ~ August 23, 2010)

Students who have missed the Module Registration deadline date (**August 16, 2010**) and who would like to be placed on the Module Registration Wait List must complete Step 5. Students must indicate their top three choices for both FFIS and Evaluation Locations (with number one being the most preferred). Full payment for both the Module Fee and the Wait List Fee must be received with the completed Module Application Form by the Wait List deadline (**August 23, 2010**). The Wait List Fee is non-refundable. Please note: acceptance onto the Module Registration Wait List does not guarantee acceptance into the module. If CASB is able to accommodate the late registrant, the student will be informed no later than a minimum of two weeks prior to the module start date.

Step 7: Complete Payment Information

Payment must be received with the completed Module Application Form by the deadline date. Module Application Forms submitted **without payment** will not be processed. Please note: CASB does not collect GST.

MODULE INFORMATION

APPLICATION SUBMISSION

Completed Module Application forms can be submitted electronically to **moduleregistration@casb.com**. Alternatively, completed forms can be mailed to:

CA School of Business – Student & Support Services
301, 1253 91 Street SW
Edmonton, AB T6X 1E9

Payment must be received with the completed Module Application Form by the deadline date to be processed. Module Application Forms submitted without payment will not be processed.

Module Application Forms received by fax will not be processed.

MODULE ACCESS INFORMATION

Module access information will be emailed 1 – 2 business days prior to the module start date.

MODULE REGISTRATION WAIT LIST FEE

Students who have missed the deadline date (**August 16, 2010**) and would like to be placed on the Module Registration Wait List must complete Step 5 of the Module Application Form and submit electronically to **moduleregistration@casb.com**.

FALL SESSION	DEADLINE	FEE
October 18 – December 17, 2010	August 17 – August 23, 2010	\$ 300.00 (non-refundable)

MODULE WITHDRAWAL PENALTY & MODULE DEFERRAL FEES

Students wishing to withdraw from a module for any reason must make a written request to the Student & Support Services office by submitting an email to: **moduleregistration@casb.com**. All withdrawals are subject to the fees noted below.

Students wishing to defer from a module for any reason must make a written request to the Student & Support Services office by submitting an email to: **moduleregistration@casb.com**. All deferrals are subject to the fees noted below. Students can only defer a module registration within the fiscal year (April 1 to March 31). All deferral requests must be accompanied by the associated fee.

The fees for all administrative processes are set out in the 2010/11 Administrative Fee Schedule.

FALL SESSION	DEADLINE	WITHDRAWAL PENALTY	DEFERRAL FEE
October 18 – December 17, 2010	On or before September 17	\$ 294.00	\$ 294.00
	September 18– October 29	\$490.00	\$490.00
	October 30 – November 12	\$980.00 (no refund)	\$980.00 (no refund)
	After November 12	No refund and Counts as an attempt	No refund and Counts as an attempt

MODULE AUDIT FEES

Auditing Modules applies to **Modules 1 – 5 only**. Qualifying students are students who are currently registered in CASB and wish to review a module which has been successfully completed or exempted. The student would have access to the module, but not to a facilitator or to the module bulletin board and would not be eligible to submit tasks or attend the FFIS. Audit fee: \$300.00/module (non-refundable). Only one module at a time may be audited and it must be in the current session offered.

Students wishing to audit a module must make a written request to the Student & Support Services office by submitting an email to: **moduleregistration@casb.com**.

CA School of Business – Student & Support Services

301, 1253 – 91 Street SW, Edmonton, AB T6X 1E9

Tel: 780.420.2350 Fax: 780.424.8041 Toll Free: 1.866.420.2350

www.casb.com

Fall 2010 Module 1 Application Form

Refer to page 1 for complete instructions and additional information

Protection of Privacy – Every effort is made to protect personal information. The personal information requested on this form is collected under applicable federal and provincial legislation and the CA School of Business' policies and guidelines on data management, data access and data use. Information collected relates directly to and is necessary to meet CASB's mandate and responsibilities. It may be used for: admission, registration, academic evaluation, income tax receipts, student dues, convocation, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, General Registrations, 301, 1253 91 Street SW, Edmonton, AB, T6X 1E9, email – generalregistrations@casb.com, phone – 1 866 420 2350 or local - 780 420 2350.

Step 1: Complete Personal Information

Title: Mr. Ms. _____

First Name: _____

Middle Name: _____

Last Name: _____

Birth Date (mm/dd/yyyy): _____ Phone Number: () _____

Email Address Personal: _____ CASB Student ID: _____

Email Address Work: _____

Employer Name: _____

Employer City: _____

Step 2: Complete Prerequisite Confirmation

- 1) Are you a Co-op student? Yes No
- 2) If "No" to Question 1, will you have the prerequisites completed before the start of Module 1? Yes No

Step 3: Select Module

Registration Period July 5 – August 16, 2010

Module 1 Session: 1003 – Fall 2010 \$ 980.00

Step 4: Select FFIS Location

Available FFIS Locations for Module 1:

- British Columbia: Burnaby Vancouver Vernon Victoria
Alberta: Calgary Edmonton
Saskatchewan: Regina
Manitoba: Winnipeg

