



Exam Application Form (Exams Within Canada)

Please complete and mail or fax form to CSI:

Address: 625, René-Lévesque Blvd West, Suite 400, Montreal (Quebec) H3B 1R2, CANADA

Fax: 1 (866) 866-2660 (Canada & USA) or 416-359-0486

For further information, please contact us by:

Telephone: 1 (866) 866-2601 (Canada & USA) or 416-364-9130

Email: customer_support@csi.ca

PERSONAL INFORMATION ***Mandatory Information*** (Please use CAPITAL letters.)

Student Number : _____ Identity Verification: Birthdate (yyyy/mm/dd): _____

First Name: _____ Last Name: _____

Gender: Male Female

Language preference for communication: English French

Your email address is required to provide confirmation and access to CSI tools and resources.

Preferred Email Address: _____ Alternate Email Address: _____

Home Telephone: _____ Business Telephone: _____

Business Address

Job Title: _____ Employer: _____

Street Address: _____ Suite/Floor: _____

City: _____ Province: _____ Country: _____ Postal Code: _____

Home Address

Street Address: _____ Suite/Apt.: _____

City: _____ Province: _____ Country: _____ Postal Code: _____

BOOKING AN EXAM

IMPORTANT: Please visit www.csi.ca for a complete list of Regular Exam Centres, Fees and Policies.

Course Updates: CSI courses are updated on a regular basis. If your course is updated during your course enrolment period, your final exam may also change to reflect the updated content. If your course has been updated, you will see a "Course Update" notification in "My CSI". The notification includes details on when your exam will change to reflect new content and instructions on how to access the new information needed to prepare for the new exam.

Before booking your final exam please log into "My CSI" to see if your course has been updated.

Yes, I acknowledge that I have logged into "My CSI" to check for course updates.

Signature : _____

I would like to write a: Paper-Based Exam
 Computer-Based Exam (Montreal and Toronto):

Please visit www.csi.ca for the list of Exams currently available in computer-based format.

Please indicate which exam you would like to write: (Course name and exam number, if applicable. E.g.: CSC, Exam 2)

I want to write the: _____

1st choice (exam centre): _____ Date (MM/DD/YY): _____ Time: _____ AM PM English French

2nd choice (exam centre): _____ Date (MM/DD/YY): _____ Time: _____ AM PM English French

Please note: Your exam confirmation will be available in your student message centre.

Special Exam Sitzings: These are arranged towards the end of any given month. If you would like to write your exam in a non-regular centre, please specify the location and submit the request with the applicable fee so it is received at least four weeks prior to the requested exam date.

EXAM BOOKING FEES

IMPORTANT: Please visit www.csi.ca for a complete list of Regular Exam Centres, Fees and Policies.

Please check only one.

Exams Written in Regular Exam Centres in Canada

- First exam attempt¹: No charge for paper-based exams; \$75* charge for computer-based exams.
- Second and subsequent exam attempts¹: \$ 250* per paper-based exam attempt; \$ 325* per computer-based exam attempt.
- Cancellation of an exam without providing 14 days notice: \$150* (**Payment required at time of cancellation.**)
- Rebooking of an exam following an absence without notice (Exam No-Show): \$200*

Special Exam Sitting Fee – Within the 200 Km Radius of Regular Exam Centres (See Complete List of Regular Exam Centres at www.csi.ca)

- For each exam attempt written in a centre not listed or at a date other than those being offered: Special Exam Sitting Fee \$250*¹. This fee is in addition to any other exam booking fees that may apply.
- Second and subsequent exam attempts¹: \$ 250*
- Cancellation of an exam without providing 14 days notice: \$150* (**Payment required at time of cancellation.**)
- Rebooking of an exam following an absence without notice (Exam No-Show): \$200*

Special Exam Sitting Fee – Outside the 200 Km Radius of Regular Exam Centres (See Complete List of Regular Exam Centres at www.csi.ca)

- For each exam attempt written in a centre not listed: Special Exam Sitting Fee \$50*¹
- Second and subsequent exam attempts¹: \$ 250*
- Cancellation of an exam without providing 14 days notice: \$150* (**Payment required at time of cancellation.**)
- Rebooking of an exam following an absence without notice (Exam No-Show): \$200*

1. May be written within 12 months of your enrollment date or during your 12-month extension period, if purchased.

* (plus applicable taxes)

Note: CSI reserves the right to increase the exam fee depending on accessibility and other factors associated with the exam centre.

PAYMENT METHOD

All fees are in Canadian funds and can be paid by money order, certified or corporate cheque, Visa, MasterCard or Amex. Please make money orders, certified or corporate cheques payable to CSI Global Education. CSI cannot process forms received without payment information or proper payment.

Please include: Applicable Exam Fee Plus Applicable Taxes*

*** NOTE:** Please refer to https://www.csi.ca/student/en_ca/student/policies/fees.xhtml - Tax Information

I am paying with a: Money Order Certified Cheque Corporate Cheque in the amount of: \$ _____

Please charge my: Corporate Customer Account Number (Only if payer is employer) No: _____ \$ _____

I am paying with a credit card: Visa MasterCard Amex \$ _____

Card Number: _____ Expiry Date (Month/Year): _____

Name of card holder: _____ Signature: _____

Check if you are faxing this form. If you are faxing this form, you must pay by credit card. Do not mail this form to CSI if you are faxing it.

Doing so may result in you being charged twice.