

SPECIAL NEEDS ACCOMMODATION

If you have a documented disability or medical condition which impedes your ability to write an exam, special arrangements can be made for you. To request special needs accommodation, please complete the *Request For Accommodation Form* available on the CSI website and submit it to the Accessibility Intake Representative along with your documentation. If individuals are already enrolled in a course and did not previously submit a request for accommodation, requests should be submitted at least 4 weeks prior to a requested or already scheduled exam date.

EXAM BOOKING FEES

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

Exams Written in Regular Exam Centres in Canada

- First exam attempt¹: No charge.
- Second exam attempt¹: \$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*

International Exam Fee – Quarterly Exam Sitings (March, June, September and December)

- For each exam attempt written outside Canada: International Fee for Quarterly exam \$100*².
- Second exam attempt¹: \$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*

International Exam Fee – Monthly Exam Sitings

- For each exam attempt written outside Canada: International Fee for Monthly exam \$350*². This fee is in addition to any other exam booking fees that may apply.
- Second exam attempt¹: \$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 – 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, 2} This fee is in addition to any other exam booking fees that may apply.
- Second exam attempt¹: \$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, 2}
- Second exam attempt¹: \$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. Must be written within 12 months of your enrollment date.

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

* (plus applicable taxes)

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.

IMPORTANT: As required by Payment Card Industry (PCI), CSI is unable to accept forms (with payment) received by email. Forms with payment information will be deleted immediately. Please fax or mail in your form to avoid delay.