



Course and Check Extension Form

Please complete and fax or mail form to CSI:

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

Address: 200 Wellington Street West, 15th Floor
Toronto, ON, M5V 3C7

You may also apply online at www.csi.ca.

Online applications will calculate the appropriate taxes and/or discounts where applicable.

PERSONAL 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:

COURSE AND CHECK EXTENSION

If you have not completed your course during the regular enrolment period, you may purchase a one-time extension per course enrolment. However, you must apply for this extension prior to the expiry of your enrolment period. Courses designated as Continuing Education courses do not qualify for extensions. Please visit www.csi.ca for detailed information.

Name of course you want to extend: Enrolment date (Month/Year):

Check Product you want to extend (if applicable):

EXTENSION FEES

Your course extension is reflective of your course enrolment period:

- If you are enrolled in a 1 year course, you qualify for a 1 year course extension. Fee: \$250*
- If you are enrolled in a 6 month course, you qualify for a 6 months' extension. Fee: \$125*

Extension of a Check Product: 1 year extension. Fee: \$50*

* (plus applicable taxes)

PLEASE REFER TO PAGE 2 FOR PAYMENT INFORMATION

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: Fee Plus Applicable Taxes* (This fee is non-refundable.)

*** 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.

PRIVACY POLICY

I have read CSI's *Policies and Guidelines* including the *Refund Policy*, *Privacy Policy* and *Student Code of Conduct* described on the website at www.csi.ca and agree to abide by the rules and regulations outlined in it.

CSI's privacy policy is designed to protect your personal information. This policy describes the personal information that CSI requires, how it will be used and under what circumstances it may be distributed to third parties. Very briefly, CSI needs to obtain certain information about you to enrol you in a course and to match your results to your academic file. Without it, we cannot accept you as a student as we wouldn't be able to create a student record for you. We will ask for information such as your name, address and credit card number. We will only ask for the information we need, we will keep it safe and we will not sell or distribute it to anyone else. We may share it with our suppliers to better serve you, to compile records or to report to the regulators. We will not give any information to your employer unless you complete the information release consent form, or breach CSI's *Student Code of Conduct*.

By signing below, I confirm that I understand and consent to the collection, use and disclosure of my personal information by CSI and I agree to abide by the CSI Student Code of Conduct.

Name: _____ Signature: _____ Date: _____

If you choose not to allow CSI to collect, use and disclose your personal information you will not be able to enrol in a course but may still have options open to you. Please call 1 (866) 866-2601 (Canada & USA) or 416-364-9130.