



# Course Re-Enrolment Rule 2900 Form

## Please complete and mail form to CSI:

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

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

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Note: Please indicate your name (including any initials used) exactly as it appears on your government-issued photo ID.**

Gender:  Female  Male  Non-Binary Language preference for communication:  English  French

Have you been previously enrolled with CSI or ICB?  Yes  No If yes, what course (most recently)? \_\_\_\_\_

**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: \_\_\_\_\_

Which address would you like us to send your course material (if applicable) to:  Business Address  Home Address

**IMPORTANT:** You (or a person authorized by you) may be required to be at this address during normal business hours to receive and sign for some packages. Additional shipping and handling charges will apply if CSI has to re-ship materials because of incorrect instructions or because the courier is unable to obtain an authorized signature. CSI cannot redirect course materials after your enrolment has been processed. In some areas, packages may be redirected to a local collection depot if no one is available to sign for the delivery.

### Business Address

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite/Floor: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Home Address

Street Address: \_\_\_\_\_ Suite/Apt.: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### CAREER INFORMATION

#### **Our Industry – (Mandatory Information) – Select one (1) item only**

Please indicate the type of industry that best describes your employer:

- Bank / Credit Union  Securities  Insurance  Mutual Fund Distribution  
 Trust  Investment Management  Education  Other

#### **My Responsibility – (Mandatory Information) – Select one (1) item only**

Please select only one item by putting a check mark in the box next to the function that best describes your main responsibility

- |   |   |
|---|---|
| <input type="checkbox"/> Audit  | <input type="checkbox"/> Discretionary Manager        |
| <input type="checkbox"/> Branch Management  | <input type="checkbox"/> Education – Faculty          |
| <input type="checkbox"/> Call Center  | <input type="checkbox"/> Education – Staff            |
| <input type="checkbox"/> Claims Agent   | <input type="checkbox"/> Education – Student          |
| <input type="checkbox"/> Client Facing Portfolio Manager                          | <input type="checkbox"/> Equity Sales & Trading       |
| <input type="checkbox"/> Commercial Lending                                       | <input type="checkbox"/> Equity Trading               |
| <input type="checkbox"/> Compliance   | <input type="checkbox"/> Estate / Trust / Tax Officer |
| <input type="checkbox"/> Consumer Credit & Lending                                | <input type="checkbox"/> Financial Advisor / Planner  |
| <input type="checkbox"/> Corporate Services (HR, IT, Marketing, Operations, etc.) | <input type="checkbox"/> Fixed Income Sales & Trading |
| <input type="checkbox"/> Corporate / Government Finance                           | <input type="checkbox"/> Fixed Income Trading         |
| <input type="checkbox"/> Customer Service Representative                          | <input type="checkbox"/> Insurance Agent              |

### CAREER INFORMATION (continued)

**My Responsibility – (Mandatory Information) – Select one (1) item only  
(Continued from Page 1)**

Please select only one item by putting a check mark in the box next to the function that best describes your main responsibility

- |  |  |
|--|--|
| <input type="checkbox"/> Derivatives Sales & Trading                                 | <input type="checkbox"/> Investment Advisor                  |
| <input type="checkbox"/> Investment Representative                                   | <input type="checkbox"/> Risk Management                     |
| <input type="checkbox"/> Mutual Fund Representative                                  | <input type="checkbox"/> Small Business Credit & Lending     |
| <input type="checkbox"/> Mutual Fund Wholesaler                                      | <input type="checkbox"/> Trust / Estate / Tax Administration |
| <input type="checkbox"/> New Financial Product Planning, Management, Design & Launch | <input type="checkbox"/> Trust / Tax Management              |
| <input type="checkbox"/> Portfolio Manager   | <input type="checkbox"/> Will / Estate Planning              |
| <input type="checkbox"/> Research Analyst  |  |

Please indicate Non-CSI Designations you have been granted: \_\_\_\_\_

Please specify CSI Designations / Certificates you would like to pursue: \_\_\_\_\_

If your employer has instructed you to provide them, please enter your Employee Number or Invoice Code: \_\_\_\_\_

If your employer has instructed you to provide them, please enter your Branch Transit Number or Division Code: \_\_\_\_\_

Note: This information is available through your training or HR department. Not all employers require this information.

I authorize CSI to release my CSI course enrolment history in response to prospective employer written requests including information about my enrolments and course completions and to notify me of career opportunities.  YES  NO

**COURSE ENROLMENT INFORMATION**

IMPORTANT: Please visit [www.csi.ca](http://www.csi.ca) for a complete listing of courses and fees. If you are enrolling through, or being funded by your employer, you may be eligible for preferred pricing. Please contact your Training or HR department for a copy of CSI's Courses and Fees document (applicable to your employer) or call CSI at 1 (866) 866-2601 (Canada & USA) or 416-364-9130.

Course Name (Please ensure that you have written the full and correct course name.)	Language	Fee

**Shipping and Handling**

Shipping and Handling fees apply to courses with paper-based textbooks (no shipping and handling fees for courses with online textbook).  
Canada: \$32, US and Caribbean: \$50, International: \$100

\* Please refer to: [https://www.csi.ca/student/en\\_ca/student/policies/fees.xhtml](https://www.csi.ca/student/en_ca/student/policies/fees.xhtml) - Tax Information

**Note:** Where incorrect fees are listed or calculation errors are made, CSI will automatically charge your account with the proper amount.

**Total Fee(s):** \_\_\_\_\_  
Shipping and Handling (if applicable): \_\_\_\_\_  
**Subtotal:** \_\_\_\_\_  
Applicable Taxes\* : \_\_\_\_\_  
**Total Payable:** \_\_\_\_\_

**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.

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: \_\_\_\_\_

**IMPORTANT: As required by Payment Card Industry (PCI), CSI is unable to accept forms (with payment) received by email. Forms received with credit card information via email or fax will be deleted immediately.**

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**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](http://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.

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**INFORMATION RELEASE CONSENT** (Release of your information to employers or educational institute)

In addition to CSI's Privacy Policy above, I hereby consent to CSI disclosing to my current or future employer or educational institute my personal information as to: (i) my status with CSI and (ii) my performance in CSI courses. I acknowledge I may be eligible for preferred pricing rates negotiated between CSI and my employer and I understand that I must accept this agreement to receive such pricing. I further understand that CSI may contact my employer about my eligibility for discounted pricing rates. Further, I consent that from time to time I may be contacted by my employer or CSI for the purpose of (i) providing personal information to CSI to allow it to consolidate and calculate my compliance with regulators' education requirements of me, and (ii) disclosing such information to my employer to facilitate management of its compliance requirements with regulators. The consent provided herein may be revoked, in whole or in part, by me by providing CSI with ten (10) business days prior written notice delivered to 625, René-Lévesque Blvd West, Suite 400, Montreal (Quebec) H3B 1R2, CANADA, attention: *Customer Support*. By doing so, I acknowledge that I may continue to enrol in and subscribe for CSI's academic services but that (i) CSI's academic services will not be made available to me at a discount, and (ii) I will be responsible for paying the incremental fees applicable to private students.

*By signing below I confirm that I have read and consent to the terms and conditions of this Information Release Consent.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Manager's Name: \_\_\_\_\_ Manager's Telephone: \_\_\_\_\_

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## EMPLOYMENT VERIFICATION

**Must be completed by an Authorized Representative of an IIROC Affiliated Firm.**

By signing below I am confirming that \_\_\_\_\_ (*candidate's full name*) is required to re-enrol in the course to comply with IIROC Rule 2900 Part II A rewrite requirements.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

IIROC Affiliated Firm Name: \_\_\_\_\_ Email address: \_\_\_\_\_

If you are not currently employed by an IIROC affiliated firm, you must obtain confirmation of employment verification in order to obtain the 50% discount. If you are currently employed by an IIROC affiliated firm, confirmation is not required.