

EXAMINATION/MODULAR ENTRY FORM

Certificate and Diploma in Business Practice

Please complete in **BLOCK CAPITALS** and black ink.

Please return completed entry form to ICSA, 16 Park Crescent, London W1B 1AH.

**Please accept my entry for the
Summer 20 or Winter 20 examination sitting.**

Surname/family name: _____ Title: _____

Other names: _____ Date of birth: _____

Student registration no. (if known): _____ Phone: _____

Signature: _____ Date: _____

Correspondence will be sent to the home or business address that you have elected for this purpose on your registration form. If you have recently moved please inform us of your new address.

Tuition provider (if applicable): _____

Preferred examination centre: _____

You must confirm the centre at which you wish to sit your examination(s) – failure to do so will result in the rejection of your entry.

The following centres are available:

Australia: Sydney & Melbourne; **Barbados:** St Michael; **Bermuda;** **Botswana:** Gabarone; **Cameroon:** Buea; **Canada:** Toronto; **Cayman Islands;** **Gambia:** Banjul; **Ghana:** Accra & Kumasi; **Gibraltar;** **Guernsey;** **Guyana:** Georgetown; **Hong Kong;** **India:** Ahmedabad, Bangalore, Chennai, Hyderabad, Kolkata, Mumbai, New Delhi, Pune; **Ireland:** Cork, Dublin & Waterford; **Isle of Man:** Douglas; **Jamaica:** Kingston; **Jersey;** **Kenya:** Nairobi; **Malawi:** Blantyre & Lilongwe; **Mauritius:** Reduit; **Nigeria:** Abuja, Benin, Enugu, Ibadan, Kaduna, Lagos & Port Harcourt; **New Zealand:** Auckland; **Sierra Leone:** Freetown; **Singapore;** **South Africa:** Johannesburg; **Sri Lanka:** Colombo; **Tanzania:** Dar-es-Salaam; **Trinidad:** Port of Spain; **Uganda:** Kampala; **United Arab Emirates:** Dubai; **United Kingdom:** Aberdeen, Belfast, Birmingham, Brighton, Bristol, Cambridge, Cardiff, Chelmsford, Deal, Derby, Edinburgh, Glasgow, Leeds, Liverpool, London, Manchester, Newcastle, Northampton, Norwich, Nottingham, Plymouth & Southampton, **British Virgin Islands:** Tortola; **Zambia:** Lusaka & Kitwe; **Zimbabwe:** Harare

Should you be unable to attend any of the above examination centres, it may be possible for us to assist you in organising a special centre. Please contact Member & Student Support on +44 (0)20 7580 4741.

If you have a disability and/or special needs, please contact Member & Student Support on +44 (0)20 7580 4741.

The closing dates for the receipt of examination entries are:

for winter sittings 1 October

for summer sittings 1 April

Late entries will not be accepted under any circumstances.

I wish to register for the following modules:

	Registration and entry	Examination resit	Previously registered
	Exam	Exam	I want to sit at this session. Exam
Certificate in Business Practice			
Business Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting for Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma in Business Practice			
Business Law in Practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Strategy and Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fees: Candidates must enclose the appropriate fee. Please see the fee sheet for fee and address details.

Your entry will not be processed until the appropriate fee is received. Receipt of the fee after the closing date for your preferred examination will mean that you will not be able to sit the examination. It is your responsibility to see that payment is made on time.

I enclose a cheque/bank draft for the sum of: _____

I enclose a completed credit card payment form for: _____

Please tick this box if you do **not** want us to provide your employer with the results of your examinations.

Please tick this box if you do **not** want us to provide your Registered Tuition Provider with the results of your examinations.

