

# CSQS fee sheet

Valid until 31 July 2011

Please note that the relevant fee **must** be received with your registration and/or exam entry form.

Students should make payments by sterling cheque, credit card or sterling bank draft, made payable to ICSA. All completed forms and payments must be returned to:

**ICSA**  
**16 Park Crescent**  
**London**  
**W1B 1AH**  
**United Kingdom**

E-mail: [studentsupport@icsa.co.uk](mailto:studentsupport@icsa.co.uk)

Phone: +44 (0)20 7580 4741

Fax: +44 (0)20 7612 7027

## CSQS Programme Levels 1 and 2

	Full rate	Reduced rate
	£	£
<b>Initial registration fee</b> (non-refundable)	100.00	50.00
<b>Annual subscription fee</b> (full year – 1 August to 31 July)	150.00	110.00
<b>Annual subscription fee</b> (half year – 1 February to 31 July)	75.00	55.00
<b>Exemption fee per module</b>	185.00	130.00
<b>Standard exam entry fee per module</b>	185.00	130.00
<b>Standard exam re-sit fee per module</b> (excluding the Chartered Secretaries Case Study)	185.00	130.00
<b>Standard exam postponement fee per module</b>	95.00	65.00
<b>Chartered Secretaries Case Study fee</b>	250.00	200.00
<b>Exam re-sit fee Chartered Secretaries Case Study</b>	250.00	200.00
<b>Exam postponement fee Chartered Secretaries Case Study</b>	135.00	110.00

## Fast-Track Professional – package price

	Full rate	Reduced rate
	£	£
<b>Package price</b> includes non-refundable initial registration fee, one year annual subscription fee, exemption fees and one exam entry for both of the applicable modules.  <b>Please note:</b> The annual subscription fee year runs from 1 August to 31 July regardless of your registration date.	1,275.00	no reduced rate fee
<b>Exam re-sit fee per module</b>	250.00	no reduced rate fee
<b>Exam postponement fee per module</b>	135.00	no reduced rate fee

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## Additional CSQS fees

	Full rate	Reduced rate
	£	£
<b>Late examination entry fee</b> (applicable if exam entry received within five days after closing date)	100.00	no reduced rate fee
<b>Extra late examination entry fee</b> (applicable if exam entry received after five days of the closing date) Acceptance of late entries is at the ICSA's discretion.	200.00	no reduced rate fee
<b>Exam entry change – administration fee</b> (applicable any time after entry has been processed)	25.00	no reduced rate fee
<b>Refund administration fee</b> (applicable if refund granted)	50.00	no reduced rate fee
<b>Script report fee</b>	60.00	no reduced rate fee
<b>Student transcript fee</b>	25.00	no reduced rate fee
<b>Ex-student transcript fee</b>	50.00	no reduced rate fee

Currently, ICSA offers overseas reduced rates to CSQS students domiciled, registered, receiving all correspondence and sitting their examinations in one of the countries listed below. All other students are required to pay the full fee.

CSQS students domiciled, registered, receiving all correspondence and sitting their examinations in **the following countries may pay the reduced rate fees:**

Afghanistan	Curacao	Ivory Coast	Namibia	Swaziland
Algeria	Djibouti	Jamaica	Nauru Island	Syria
Angola	Dominica	Jordan	Nepal	Tajikistan
Anguilla	East Timor	Kazakhstan	New Caledonia	Tanzania
Antigua & Barbuda	Egypt	Kenya	Niger Republic	Tibet
Aruba	Equatorial Guinea	Kirghizstan	Nigeria	Togo
Ascension	Eritrea	Kiribati	Norfolk Island	Tonga
Bangladesh	Ethiopia	Kuwait	Northern Mariana Islands	Trinidad & Tobago
Barbados	Fiji	Lebanon	Papua New Guinea	Tristan de Cunha
Bhutan	French Polynesia	Lesotho	Pitcairn Island	Tunisia
Botswana	French West Indies	Liberia	Reunion	Turkmenistan
British Indian Ocean	Gabon	Libya	Rwanda	Turks & Caicos Islands
British Virgin Islands	Gambia	Madagascar	Samoa (American)	Tuvalu
Burkina Faso	Gaza & Khan Yunis	Malawi	Sao Tome & Principe	Uganda
Burundi	Ghana	Maldives	Senegal	Uzbekistan
Cameroon	Grenada	Mali	Seychelles	Vanuatu
Cape Verdi	Guadeloupe	Marshall Islands	Sierra Leone	Wake Island
Cayman Islands	Guam	Martinique	Somalia	Wallis and Fortuna Islands
Central African Republic	Guinea	Mauritania	Sri Lanka	Western Samoa
Chad	Guinea-Bissau	Mauritius	St Vincent	Yemen
Christmas Island	Guyana	Mongolia	St Lucia	Zaire
Cocos	Haiti	Montserrat	St Kitts & Nevis	Zambia
Comoros	India	Morocco	St Helena	
Congo	Iraq	Mozambique	Sudan	
Cuba	Israel	Myanmar	Suriname	

ICSA reserves the right to amend the above fees as and when necessary.