

2012 SOA/UFE Preparation Program – Registration Form

PAYMENT OPTIONS

- Electronic Funds Transfer** Fees may be paid through Internet or by telephone bill payment with your financial institution. The listing is under either “Chartered Accountants of Ontario” or “Institute of Chartered Accountants of Ontario”, depending on your financial institution. Please use your ICAO number as the account number.
- Cheque** Please record your ICAO number on the front and make your cheque payable to the Institute of Chartered Accountants of Ontario.
- Credit Card** Payments made by VISA or MasterCard can be faxed to 416-962-8900 or mailed to the address on page 1.
- Transfers** Please note that course transfers cannot be done using the online registration service. All transfers must be requested in writing or by e-mail to Karen Salij at ksalij@icao.on.ca.
- Withdrawal/Refunds** To withdraw from a module in the SOA/UFE Preparation Program, written notification must be received by the Institute two weeks prior to the start date of the first module. The Institute will issue a refund less cancellation fee of \$56.50 (\$50.00 + \$6.50 HST) and less the cost of any course material already shipped. Please send your withdrawal request to Ted Peart at customerservice@icao.on.ca or by fax at 416-962-8900.
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COURSE AND MATERIALS

Applications received after **January 13, 2012** must be accompanied by a late filing fee of \$100.00.

Centre locations are as follows:

Toronto - ICAO Building, 69 Bloor Street East

PRACTICE EXAMINATION

As there is no classroom portion for the Practice Examination Module, students ordering the Course and Materials and students ordering Materials Only register for the same module.

Deadline for ordering the Practice Examination is **February 17, 2012**.

MATERIALS ONLY

To enable students who live in remote areas, students unable to attend sessions and firms or firm consortia offering in-house programs to benefit from the Institute’s SOA/UFE Preparation Program, the course material is available for purchase. The purchase of course material only, however, is not intended to be a substitute for attending the lectures/workshops.

Deadline for ordering the course material is **April 2, 2012**.

Group orders of five or more will be couriered to the preferred mailing address. All other orders will be mailed.