

Program Registration Form

We invite you to discover our programs and events in person and online in order to understand and gain insight into the latest developments, strategies and best practices as a Board or Committee Member for your organisation.

Please be advised that Credit Card Payments are available!

Full Name:

Organization:

Landline:

EXT:

Mobile:

Email Address:

Company Title:

Country:

Select Program(s):

- | | |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Chartered Director Program | <input type="checkbox"/> Business Continuity Management Program |
| <input type="checkbox"/> Chartered Corporate Secretary Program | <input type="checkbox"/> Cybersecurity Certification Program |
| <input type="checkbox"/> Audit Committee Certification Program | <input type="checkbox"/> Anti-Money Laundering Certification Program |
| <input type="checkbox"/> Financial Governance Certification Program | <input type="checkbox"/> The Chairmans Course |
| <input type="checkbox"/> Risk Committee Certification Program | <input type="checkbox"/> Human Resources & Compensation Committee Certification Program |
| <input type="checkbox"/> Strategic Oversight Certification Program | |

Are you visually or hearing impaired: Yes No

Reference Code:

CANTO 2022

Delegate signature:

Received by:



CGTI Registration



ADMINISTRATIVE FEES AND PROGRAM POLICIES

REGISTRATION DEPOSIT:

A 50% non-refundable deposit is required with all registrations. Registration will only be recognized once the deposit is received. This will also allow delegates to receive early access to pre-reading materials sooner.

REGISTRATION ADMIN FEE:

In addition to the registration fee, each delegate will be charged an Administration fee/Processing fee of **\$100.00 USD** per person.

**ALL ADMIN FEES ARE APPLIED TO DISCOUNTED RATES AS WELL*

Applicants are liable for the full program fee once they are notified that their registration form has been received.

CANCELLATION:

Delegates have 5 business days before the commencement of the program to cancel. This will ensure your registration is brought forward to the next sitting of the program. Delegates who fail to cancel within the prescribed timeframe will have to re-register for the next sitting and pay a **\$500.00 USD** re-registration fee.

EXAMS:

Delegates are permitted to sit the exam a maximum of 4 times. For each rewrite of the exam, the administration fee is **\$150.00 USD**.

This included anyone who does don't write the exam on the original schedule date.

TERMS OF ATTENDANCE:

Delegates are advised that registration in any of our programs requires full attendance at all of the program's scheduled training modules in order to officially complete the program and write the qualifying exam.

If a Delegate is absent for any of the scheduled training modules in the program, they will not be permitted to write the exam on their original program date. To graduate, they must make up the missed module and sit the exam in a future offering date.

Note: If a delegate misses more than 1 hour of any scheduled training module, the delegate will be deemed absent.

Absent Module Make Up Fee - **\$150.00 USD**

Exam Fee - **\$150.00 USD**

GRADUATION / CERTIFICATES:

Delegates will receive e-certificates on successful completion of the exam. Should they require hard copy certificates, this will be Federal Expressed to them at their cost.

CPD HOURS LETTER:

If a Delegate requires a letter from the company indicating the number of CPD hours they earned there is a fee of **\$50.00 USD**.

Portal Access and Program Materials are only provided after proof of payment is received.

Non-attendance will incur the full program fee. **ABSOLUTELY NO REFUNDS FOR NO-SHOWS.**

Should the Governance Institute need to cancel or postpone a program offering, applicants will be issued a full refund or deferred to the next training date.

PLEASE NOTE: *You are not able to switch your sessions in between the program; if you are registered in afternoon sessions you can not attend evening sessions if you miss one of your sessions, and vice versa.*

** Price is subject to change*