



# Student Registration Form

## The Chartered Governance Institutes Qualifying Programme – ICSAN Memorandum of Understanding (MOU)

Please complete in block capitals and black ink. Return your completed form with course payment and examination entry form to: Student Support, The Chartered Governance Institute, Saffron House, 6–10 Kirby Street, London EC1N 8TS, UK

### Personal details (complete all Fields)

Title: Mr/Mrs/Miss/Ms/Dr (please circle one) Other title: (please specify) \_\_\_\_\_

Surname/family name: \_\_\_\_\_

First name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  Male  Female

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Email address: \_\_\_\_\_

### Contact telephone numbers – if you live overseas, please include country and area code:

Preferred telephone No: \_\_\_\_\_ work/home/mobile (please circle)

Alternative telephone No: \_\_\_\_\_ work/home/mobile (please circle)

### Employment details (if applicable)

Job title: \_\_\_\_\_

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

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

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Please indicate which address we should use for communication:  home  business

### Character and Standing

- Yes    No   1. Are you an undischarged bankrupt, or are your affairs currently subject to an arrangement with creditors or other external administration, or are any such proceedings pending against you?
- Yes    No   3. Have you been convicted of an offence (other than a spent conviction) of such a nature that, had you been a member of the Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by the Institute under byelaw 24.8?
- Yes    No   5. Have you conducted yourself, whether by act, neglect or default, in a manner that, had you been a member of the Institute at the time: might have been, or is likely to have been discreditable to the Institute having regard to The Chartered Governance Institute code of professional ethics and conduct; or if you are admitted as member of the Institute, may be discreditable to the Institute having regard to The Chartered Governance Institute code of professional ethics and conduct?

### Your information

The Chartered Governance Institute respects the privacy of the personal data we hold and will not sell, share or transfer your personal information to third parties.

The information you have provided will enable us to register you as a student for your chosen qualification and will form the basis of your student record.

The Chartered Governance Institute contacts students by email with information about your qualification. You will also receive bulletins about The Chartered Governance Institute's work, including: technical guidance, consultations and relevant events.

### What next?

The Chartered Governance Institute aim to complete your registration within ten working days and will send confirmation by email once your payment and registration have been processed. If you do not receive confirmation within 14 days please contact Student Support.

If you have any questions in the meantime, please contact Student Support on +44 (0)20 7580 4741 or by email [studentsupport@cgi.org.uk](mailto:studentsupport@cgi.org.uk).

### Applicant's signature

I certify that the information given above is, to the best of my knowledge, accurate in all aspects. I have read and accept the *Chartered Governance Institute Student Rules and Regulations*.

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

Date: \_\_\_\_\_

Student Support  
The Chartered Governance Institute  
Saffron House  
6–10 Kirby Street  
London EC1N 8TS

Email: [studentsupport@cgi.org.uk](mailto:studentsupport@cgi.org.uk)  
Phone: +44 (0)20 7580 4741