



**Use this form for the following (please tick):**

- Activation of Associate membership<sup>1</sup>
- Enrol into the CPA Program professional level for the first time
- Re-enrol into the CPA Program professional level
- Enrol for CPD purposes<sup>2</sup>
- Enrol for reference purposes<sup>2</sup>

1. Activation of Associate membership is only available to those who have undertaken a Membership Entry Pathway Assessment AND have been assessed as eligible for membership. By selecting Activation of Associate membership when applying via the enrolment form your professional level online account will be automatically activated by CPA Australia when processing this form.
2. CPD and reference purposes can only be selected by members of CPA or FCPA status or by members of Associate status who have completed all segments in the CPA Program professional level.

## Practical experience requirement

You will need to complete the practical experience requirement before you can advance to CPA status.  
You can enrol in the practical experience requirement if you are employed in a professional role. We recommend that you undertake the practical experience requirement together with your professional level segments. Your official start date will be the date we receive your completed practical experience enrolment form. For further information, visit [cpaaustralia.com.au/per\\_enrol](http://cpaaustralia.com.au/per_enrol)

## A. Your details

**Your details with CPA Australia will be updated based on the information you provide in this form. If you are enrolling into the CPA Program professional level, your study materials will be sent to this mailing address. Your address must be up-to-date at the time of enrolment. A street address is required, where available, for delivery of study materials. If you live in Russia, please provide a business address for delivery of study materials including the business' AT number.**

Membership number\*:  Family name\*:

Given names\*:

Please indicate if this mailing address is your:  Business address  Home address This is a change of address:  Yes  No

Mailing address:

Suburb / City:  State / Province / Region:

Postcode / ZIP:  Country:

Phone number\*:

Preferred email\*:

## B. Enrol in CPA Program professional level segments

### B1. Select your segments

One segment per semester is recommended if you are working full-time. You can enrol in a maximum of three professional level segments per semester.

For important dates and details, please refer to the enrolment form guide or visit the CPA Australia website [cpaaustralia.com.au](http://cpaaustralia.com.au)

Select the semester you are enrolling in:  Semester 1, 2012  Semester 2, 2012

Tick this box if your employer is subsidising some or all of your CPA Program fees.

Select the segment(s) you wish to complete

✓	Segment title	Semester 1, 2012 exam date	Semester 2, 2012 exam date
	Ethics and Governance	1 May 2012 AM	23 October 2012 AM
	Global Strategy and Leadership <sup>1</sup>	1 May 2012 PM	23 October 2012 PM
	Financial Reporting	2 May 2012 AM	24 October 2012 AM
	Strategic Management Accounting	2 May 2012 PM	24 October 2012 PM
	Advanced Taxation	3 May 2012 AM	25 October 2012 AM
	Singapore Taxation <sup>2</sup>	3 May 2012 AM	25 October 2012 AM
	Malaysia Taxation	3 May 2012 AM	25 October 2012 AM
	Contemporary Business Issues <sup>3</sup>	3 May 2012 PM	25 October 2012 PM
	Advanced Audit and Assurance	4 May 2012 AM	26 October 2012 AM
	Financial Risk Management	4 May 2012 PM	26 October 2012 PM

- To enrol in the capstone segment, Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program professional level.
- Candidates who enrol in Singapore Taxation must be able to attend workshops and the exam held in Singapore.
- Contemporary Business Issues is offered in a blended learning format which includes two modules delivered online. These modules are not reproduced in the printed study guide and are examinable. Further information is available at [cpaaustralia.com.au/cpaprogram\\_cbi](http://cpaaustralia.com.au/cpaprogram_cbi)

For detailed descriptions of all segments, go to the CPA Australia website [cpaaustralia.com.au/cpaprogram\\_prolevel\\_structure](http://cpaaustralia.com.au/cpaprogram_prolevel_structure)

## B2. Select your exam location

You must enter the exam location code and location name (refer to page iii in the enrolment form guide) most suitable unless your enrolment is for reference purposes only. **Double check the code entered.** If an incorrect code is used you may be assigned to an exam location not of your choice. Please note that final selection of exam locations is subject to availability and confirmation by Deakin University.

Location code     Location name

## C. How to pay

### Calculate your fees

Associate membership fee\*  + Professional level segment fee  = **Total fee payable**

\*Not required if you are already an Associate member

Enclosed is my fee of

I am paying by credit card as ticked  AMEX  MasterCard  Visa  Diners

Cardholder's name:

Credit card number:

Expiry date:   /   Total:

M M Y Y

Cardholder's signature  Date:   /   /

D D M M Y Y

I am paying by cheque payable to **CPA Australia Ltd.** Please note we cannot accept faxed enrolment forms when paying by cheque.

## D. Agreement

**Please ensure you have read the terms, conditions and regulations and privacy statement in the enrolment form guide and sign this section.**

I hereby agree to have my Associate membership activated (if applicable) and to be enrolled in the CPA Program professional level segment(s) nominated in Section B.

I understand that CPA Australia Ltd has the right to vary or cancel any enrolment or subsequent enrolment made on the basis of incorrect or incomplete information.

I have read, understood and agree to be bound by the terms, conditions and regulations for Associate membership activation and the CPA Program professional level enrolment rules and regulations as detailed in the enrolment form guide.

I have read the privacy statement and I consent to my personal information being collected, used and disclosed for the purposes stated in the Privacy Statement on page vii of the enrolment form guide.

Signature

Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
D	D		M	M		Y	Y

If you do not want to receive information about our Member Benefits + partners and their products and services, please tick this box.

## E. Submit your enrolment form

Please mail, fax or email your enrolment form.

### Mail to:

#### Australia

CPA Australia  
Member Administration  
GPO Box 2820  
Melbourne VIC 3001  
AUSTRALIA

T 1300 73 73 73 (toll free for landlines within Australia)

T +61 3 9606 9677 (outside Australia)

**Please note, faxed or emailed forms for activation of Associate membership will not be accepted under any circumstances.**

### Fax to:

F 1300 78 76 73 (within Australia)

F +61 3 9606 9844 (outside Australia)

### Email to:

ma.comms@cpaaustralia.com.au

\*All applicants living outside of Australia should send their enrolment form to the Australian office, unless you live in one of the following locations:

#### Hong Kong

CPA Australia  
20/F Tai Yau Building  
181 Johnston Road  
Wanchai  
HONG KONG  
T +852 2891 3312  
F +852 2832 9167

#### Malaysia

CPA Australia  
Suite 10.01, Level 10  
The Gardens South Tower  
Mid Valley City  
Lingkaran Syed Putra  
59200 Kuala Lumpur  
MALAYSIA  
T +603 2267 3388  
F +603 2287 3030

#### Singapore

CPA Australia  
31-01 One Raffles Place  
1 Raffles Place  
SINGAPORE 048616  
T +65 6671 6500  
F +65 6671 6550

## F. Enquiries

Contact your local office. Please visit [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact) for contact details.



# CPA Program professional level 2012 Enrolment form guide

Please take time to read and understand the requirements outlined in the enrolment form and this enrolment guide. Please retain this enrolment form guide for future reference. Do not submit it with your enrolment form.

This form is relevant for new and current members only. If you have previously been a member of CPA Australia and wish to renew your membership, please contact your local CPA Australia office directly.

Ensure you sign the completed enrolment form. Incomplete forms received by CPA Australia Ltd (CPA Australia) cannot be processed and will cause enrolment into the CPA Program professional level to be delayed, and in some cases may cause you to miss the CPA Program professional level semester enrolment deadline.

If you have additional information, please write a cover letter to include with your enrolment form. Do not place sticky notes or Post-it notes on your form. All forms are scanned and any notes stuck to it will be discarded.

## Activate Associate membership

If you have completed a Membership Entry Pathway Assessment and have satisfied CPA Australia's prescribed core knowledge, you can use this form to activate your Associate membership. You can also activate your Associate membership online by visiting the CPA Australia website [cpaaustralia.com.au/activateaccount](http://cpaaustralia.com.au/activateaccount)

If you have not completed a Membership Entry Pathway Assessment you will need to apply for one before lodging this application form. The Membership Entry Pathway Assessment is on the CPA Australia website [cpaaustralia.com.au/pathwayassessment](http://cpaaustralia.com.au/pathwayassessment) or you can contact your local CPA Australia office for further information.

## A. Your details

### Your personal details

Complete your personal details correctly on the form. If you have a preferred first name, please include this information.

### Your contact details

Your details with CPA Australia will be updated based on the information you provide in this form. If you are enrolling into the CPA Program professional level, your study materials will be sent to this mailing address. Your address must be up-to-date at the time of enrolment. A street address is required, where available, for delivery of study materials. If you live in Russia, please provide a business address for delivery of study materials including the business' AT number.

### Your email address

You must provide an email address to receive important membership information and updates to your professional level study materials. If you fail to provide an email address or fail to keep it up-to-date, the processing of your enrolment form may be delayed and you may not receive important information about your membership or about the segment you are studying.

## B. Enrol in CPA Program professional level segment(s)

Important dates for enrolment into CPA Program professional level segments are:

	Semester 1, 2012	Semester 2, 2012	Segment fee
Enrolment open from 6.00pm AEST	9 December 2011	15 June 2012	
Early bird closing date	16 January 2012	9 July 2012	AUD\$815
Final enrolment closing date	30 January 2012	23 July 2012	AUD\$915
Semester begins	13 February 2012	6 August 2012	

Enrolments for the professional level are not accepted if received after the final enrolment closing date.

## B1. Select your segments

One segment per semester is recommended if you are working full-time. You can enrol into a maximum of three professional level segments per semester.

You can enrol into any segment of the professional level, except for the capstone segment Global Strategy and Leadership. It is recommended that you enrol in Ethics and Governance as part of your first enrolment.

To enrol in Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program professional level.

Segment title	Semester 1, 2012 exam date	Semester 2, 2012 exam date
Ethics and Governance	1 May 2012 AM	23 October 2012 AM
Global Strategy and Leadership <sup>1</sup>	1 May 2012 PM	23 October 2012 PM
Financial Reporting	2 May 2012 AM	24 October 2012 AM
Strategic Management Accounting	2 May 2012 PM	24 October 2012 PM
Advanced Taxation	3 May 2012 AM	25 October 2012 AM
Singapore Taxation <sup>2</sup>	3 May 2012 AM	25 October 2012 AM
Malaysia Taxation	3 May 2012 AM	25 October 2012 AM
Contemporary Business Issues <sup>3</sup>	3 May 2012 PM	25 October 2012 PM
Advanced Audit and Assurance	4 May 2012 AM	26 October 2012 AM
Financial Risk Management	4 May 2012 PM	26 October 2012 PM

1. To enrol in the capstone segment, Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program professional level.
2. Candidates who enrol in Singapore Taxation must be able to attend workshops and the exam held in Singapore.
3. Contemporary Business Issues is offered in a blended learning format which includes two modules delivered solely online. These modules are not reproduced in the printed study guide and are examinable. Further information is available on the CPA Australia website [cpaaustralia.com.au/cpaprogram\\_cbi](http://cpaaustralia.com.au/cpaprogram_cbi)

For detailed descriptions of all segments, go to the CPA Australia website [cpaaustralia.com.au/cpaprogram\\_prolevel\\_structure](http://cpaaustralia.com.au/cpaprogram_prolevel_structure)

## B2. Select your exam location

Select the location where you wish to sit your exam and write the name and code on your enrolment form.

### Australian locations

<b>ACT</b>		<b>NT</b>		Port Lincoln	PLIS	<b>WA</b>	
Canberra	CANA	Alice Springs	ALIY	Port Pirie	PIRS	Albany	ABNW
<b>NSW</b>		Darwin	DARY	Whyalla	WHYS	Broome	BOOW
Albury-Wodonga	ALBN	<b>QLD</b>		<b>TAS</b>		Bunbury	BNBW
Armidale	ARMN	Brisbane	BRIQ	Burnie	BURT	Esperance	ESPW
Bathurst	BATN	Bundaberg	BUNQ	Hobart	HOBT	Geraldton	GERW
Bega	BEGN	Cairns	CAIQ	Launceston	LAUT	Kalgoorlie	KALW
Broken Hill	BKHN	Cannonvale	CNNQ	<b>VIC</b>		Karratha	KARW
Coffs Harbour	CHBN	Emerald	EMEQ	Alexandra	ALEV	Perth	PERW
Cooma	COON	Gladstone	GLDQ	Ararat	ARAV	Port Hedland	PTHW
Deniliquin	DENN	Gold Coast	GLCQ	Bairnsdale	BSDV		
Dubbo	DUBN	Mackay	MCKQ	Ballarat	BALV	<b>If you are 120km or more away from any of these locations choose:</b>	
Forbes	FORN	Maryborough	MARQ	Bendigo	BENV	Other Australia	REMO
Gosford	GOSN	Moranbah	MORQ	Croydon	CROV		
Griffith	GRIN	Mount Isa	MIMQ	Frankston	FRAV		
Inverell	INVN	Murgon	MURQ	Geelong	GLGV		
Lismore	LISN	Rockhampton	ROCQ	Gippsland	GIPV		
Moree	MOEN	Roma	ROMQ	Hamilton	HAMV		
Muswellbrook	MUSN	Stanthorpe	STPQ	Horsham	HORV		
Narooma	NRMN	Sunshine Coast	SUNQ	Melbourne	MELV		
Newcastle	NEWN	Toowoomba	TOOQ	Melbourne			
Port Macquarie	PTMN	Townsville	TOWQ	(Eastern area)	MEAV		
Sydney	SYDN	Weipa	WEIQ	Mildura	MILV		
Sydney (Western area)	SWEN	<b>SA</b>		Shepparton	SHPV		
Tamworth	TAMN	Adelaide	ADES	Swan Hill	SWAV		
Wagga Wagga	WAGN	Berri	BERS	Wangaratta	WANV		
Wollongong	WOLN	Mt Gambier	MTGS	Warrnambool	WRRV		
Young	YOUN	Naracoorte	NARS	Wonthaggi	WONV		

### Overseas locations

<b>Bangladesh</b>		<b>Malaysia</b>		<b>Taiwan</b>	
Dhaka	DAKO	Bintulu	BINO	Taipei	TAPO
<b>Brunei</b>	BRUO	Ipoh	IPHO	<b>Thailand</b>	
<b>Canada</b>		Johore Bahru	JOHO	Bangkok	BANO
Calgary	CAGO	Kedah	KEDO	<b>United Arab Emirates</b>	
Toronto	TORO	Kelantan	KELO	Abu Dhabi	ADUO
Vancouver	VCVO	Kota Kinabalu	KOTO	Dubai	DBAO
<b>China</b>		Kuala Lumpur	KUAO	<b>United Kingdom</b>	
Beijing	BEJO	Kuantan	KNTO	<i>England</i>	
Fujian	FUJO	Kuching	KUCO	Birmingham	BIRO
Guangzhou	GUAO	Melaka	MLKO	London	LONO
Nanjing	NAJO	Miri	MIRO	Manchester	MCHO
Shanghai	SHCO	Penang	PENO	<i>Scotland</i>	
Shenzhen	SHHO	Sandakan	SADO	Glasgow	GLAO
Wuhan	WUHO	Sibu	SIBO	<b>USA</b>	
<b>Fiji</b>		Tawau	TAWO	Atlanta	ATLO
Lautoka	LAUO	<b>Netherlands</b>		Boston	BOSO
Suva	SUVO	Amsterdam	AMSO	Honolulu	HOLO
<b>Hong Kong</b>	HONO	<b>New Zealand</b>		Houston	HOSO
<b>India</b>		Auckland	AUCO	Los Angeles	LOSO
Bangalore	BNGO	Christchurch	CHRO	New York	NWYO
Chandigarh	CHAO	Hamilton	HAMO	San Francisco	SFRO
Chennai	CNNO	Wellington	WELO	Washington DC	WASO
Mumbai	MUMO	<b>Papua New Guinea</b>		<b>Vanuatu</b>	
New Delhi	NWDO	Lae	LAEO	Port Vila	PVIO
<b>Indonesia</b>		Port Moresby	PMCO	<b>Vietnam</b>	
Bali	BLIO	<b>Phillipines</b>		Hanoi	HNOO
Jakarta	JAKO	Manila	MANO	Ho Chi Minh City	HOCO
<b>Ireland</b>		<b>Qatar</b>		<b>Western Samoa</b>	
Dublin	DBLO	Doha	DOHO	Apia	APIO
<b>Italy</b>		<b>Singapore</b>	SINO	<b>If you are 120km or more away from any of these locations choose:</b>	
Rome	ROMO	<b>Solomon Islands</b>		Other Overseas	OSEA
<b>Japan</b>		Honiara	HSIO		
Tokyo	TOKO	<b>South Africa</b>			
<b>Macau</b>	MACO	Johannesburg	JHNO		
		<b>South Korea</b>			
		Seoul	SEOO		

## C. How to pay

### Calculate fees

All fees are quoted in Australian dollars (AUD\$).

Each semester you can enrol in a maximum of three CPA Program professional level segments. A segment is a unit of study that runs for the length of a semester and is equivalent to a postgraduate unit of study. A fee is payable for each segment you enrol in. The segment fee varies depending on when your enrolment form is received by CPA Australia.

### Enrolment only

If you are already an Associate member, your fees payable will be the fee for each professional level segment you are enrolling in if you have already renewed your membership for the current year.

Professional level segment fee	Semester 1, 2012	Semester 2, 2012	Fee
Early bird enrolment closing date	(if paying 9/12/2011 - 16/01/2012)	(if paying 15/06/2012 - 09/07/2012)	AUD\$815 per segment
Final enrolment closing date	(if paying 17/01/2012 - 30/01/2012)	(if paying 10/07/2012 - 23/07/2012)	AUD\$915 per segment

This is a GST free product for those residing or making use of services in Australia and all overseas mailing addresses excluding New Zealand.

### Activation and enrolment

If you are also using this form to activate your Associate membership, your fees payable will include a membership fee plus a fee for each professional level segment you are enrolling in. If you are currently located in Australia or New Zealand you must pay GST on your membership fee.

	Australia mailing address		New Zealand mailing address		Overseas mailing address	
	Full Year If paying on or before 31 May 2012	Half Year If paying on or after 1 June 2012	Full Year If paying on or before 31 May 2012	Half Year If paying on or after 1 June 2012	Full Year If paying on or before 31 May 2012	Half Year If paying on or after 1 June 2012
Associate membership fee (new members only)	AUD\$330 (incl. GST)	AUD\$165 (incl. GST)	AUD\$345 (incl. NZ GST)	AUD\$172 (incl. NZ GST)	AUD\$300	AUD\$150
Professional level segment fee	Refer to the professional level segment fee listed above		Refer to the professional level segment fee listed above		Refer to the professional level segment fee listed above	

Applications received between 1 January and 31 May must pay full year membership fees. Applications lodged on or after 1 June are eligible for half year membership fees. Your Associate membership expires on 31 December 2012, regardless of your joining date. You will receive a renewal notice in late 2012 advising you of membership details for 2013.

If you are applying from Malaysia, Singapore or Hong Kong, please contact your local office for a copy of the fee schedule in local currency.

## Professional level – Terms, conditions and regulations

### Terms and conditions – Associate membership activation

a. I declare that:

- I have achieved the academic qualification as evidenced in the certified true copies of transcripts and award/completion letter submitted to CPA Australia Ltd (CPA Australia); and
- The information provided in the associate membership application is true and correct.

b. I give permission for CPA Australia to contact my learning/professional institute to verify academic documentation.

c. I accept that:

- I will supply additional information in the manner and form specified with my original assessment application or in any request from CPA Australia.
- I will undertake and keep a record of my continuing professional development obligations (currently 120 hours per triennium, with a minimum of 20 hours per year).
- If admitted as a member of CPA Australia, I agree to be bound by CPA Australia's Constitution, By-Laws, Code of Professional Conduct and Technical Standards now in force, or which may hereafter from time to time be in force (this information can be found on CPA Australia's website [cpaaustralia.com.au](http://cpaaustralia.com.au) or to view in any CPA Australia office).
- If admitted as a member of CPA Australia, I agree to be bound by the terms and conditions detailed in the Applicant guide and in the current CPA Program Guide – professional level (available from your local CPA Australia office or visit the CPA Australia website [cpaaustralia.com.au](http://cpaaustralia.com.au)).
- I may be required by CPA Australia to provide additional information or clarification of any matter concerning this application and will do so within ten (10) business days of receipt of a request from CPA Australia.
- CPA Australia has the right to vary or cancel my application or my subsequent enrolment made on the basis of incorrect or incomplete information.
- I cannot advance to CPA status until I have completed the CPA Program, including the three (3) year practical experience requirement within six (6) years of admission as an Associate member.

- I will advance to CPA status within six (6) years of admission as an associate member.
- My failure to advance to CPA status within six (6) years of admission as an associate member will result in loss of my membership.
- As an Associate, I am not permitted to act as a principal in public practice or to hold myself out as being a principal in public practice, or undertake any public accounting services in my own right.

## Rules and regulations – Enrolment for professional level

### Candidates with a CPA Program professional level commencement date of Semester 1 2010 onwards

1. Enrolment in the CPA Program professional level commences the first time a candidate enrolls in a segment or segments. Subsequent enrolments can be completed online via the CPA Australia website [cpaaustralia.com.au/manage\\_cpaprogram](http://cpaaustralia.com.au/manage_cpaprogram) or by submitting an enrolment form.
2. To complete the CPA Program, candidates must pass CPA Program professional level exams in six (6) segments (four compulsory and two electives) plus meet the practical experience requirement. For more information please visit [cpaaustralia.com.au](http://cpaaustralia.com.au)
3. Candidates can enrol in any available CPA Program professional level segment in their first enrolment, excluding the capstone segment, Global Strategy and Leadership.
4. To enrol in the capstone segment, Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program.
5. Enrolments in the CPA Program require a completed and signed enrolment form to be lodged with CPA Australia online or via mail/fax with the prescribed fee by the advertised final closing date for enrolments. Enrolment dates and fees can be found on our website at [cpaaustralia.com.au/cpaprogram\\_prolevel\\_dates](http://cpaaustralia.com.au/cpaprogram_prolevel_dates).
6. If the prescribed fee is not enclosed with the signed enrolment form the enrolment cannot be accepted. This may mean the enrolment will not be available until the following semester.
7. Enrolments will be accepted by CPA Australia until the advertised closing dates that can be found on the CPA Australia website [cpaaustralia.com.au/cpaprogram\\_prolevel\\_dates](http://cpaaustralia.com.au/cpaprogram_prolevel_dates). Late enrolments will not be accepted by CPA Australia.
8. Candidates enrolling for the purpose of advancement to CPA status or for continuing professional development (CPD) purposes will be automatically enrolled in the professional level exam for that semester. Segment enrolments for reference purposes will not be enrolled in the exam.
9. Non-members of CPA Australia are not permitted to enrol in the CPA Program professional level. Enrolees must be of Associate or CPA status with current membership and must maintain membership whilst enrolled in a professional level segment of the CPA Program.
10. The maximum period for completion of the CPA Program professional level is 6 years (12 semesters) for candidates commencing from 2007.
11. Members joining CPA Australia from 1 July 2007 onwards will have six (6) years in which to complete the CPA Program professional level and practical experience requirement and apply to advance to CPA status. Members who joined CPA Australia between 1 January 2004 and 30 June 2007 will have eight (8) years to complete the CPA Program and apply to advance to CPA status.
12. It is recommended that candidates who are working full-time limit their enrolment to one segment per semester. Candidates may enrol in up to three (3) segments per semester.
13. Candidates admitted without undergraduate taxation and/or auditing qualifications must complete Advanced Taxation (or local taxation variant) and/or Advanced Audit and Assurance in the CPA Program professional level in place of electives.
14. A maximum of two (2) exemptions in elective segments only will be offered to candidates who satisfy the requirements as outlined in our exemptions policy which can be found on the CPA Australia website [cpaaustralia.com.au](http://cpaaustralia.com.au). Send your CPA Program professional level enrolment form to GPO Box 2820, Melbourne, Victoria, 3001 Australia. If you are based in Asia, please forward documentation to your local office. Location details can be found on the CPA Australia website [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)
15. Changes to enrolment in professional level segment(s) will not be accepted after the advertised early bird closing date for enrolment.
16. Candidates are not permitted to withdraw from the CPA Program professional level within two (2) semesters of their initial enrolment.
17. Cancellation of enrolment in the professional level segment(s) will be accepted up until the advertised closing date, but refunds for enrolments will not be issued by CPA Australia after the advertised early bird closing date for enrolment.
18. If a candidate fails a professional level exam, does not attend a professional level exam or is not granted a professional level exam deferral by CPA Australia, the candidate must re-enrol and pay the prescribed fee to continue with that professional level segment. No refund will apply. (More information can be found in the CPA Program Guide—professional level available on the CPA Australia website [cpaaustralia.com.au/professionalleve](http://cpaaustralia.com.au/professionalleve)).
19. A professional level exam deferral fee will be payable for all deferral applications received by CPA Australia. For further information view Changing your professional level exam arrangements on the CPA Australia website [cpaaustralia.com.au](http://cpaaustralia.com.au).
20. Exam deferral is to the next semester only.
21. Any additional reference material required for each professional level segment, such as relevant legislation, is outlined in the introductory section of the professional level segment study materials. Relevant legislation can be obtained from sources such as CCH or Butterworths and is not supplied as part of the study guide material.
22. Candidates must have access to relevant accounting and auditing standards and professional statements. Access is available via the standard setters' websites or the CPA Australia website [cpaaustralia.com.au](http://cpaaustralia.com.au).
23. All candidates must have access to the internet and a valid email address for the purposes of receiving updated information throughout the semester and to access study materials.

24. It is the candidate's responsibility to provide and update personal information with CPA Australia including name, mailing address, email address and contact numbers at all times. If this is not provided and kept up to date:
  1. study materials may be sent to an incorrect address and candidates may be charged a re-issue fee
  2. candidates may miss out on critical information relating to their enrolment in the CPA Program professional level
25. If members intend to enrol in CPA Australia's public practice distance learning program, the CPA Program professional level Advanced Taxation segment must be completed as a prerequisite. Alternatively, the CPA Program professional level Advanced Taxation segment can be studied concurrently with the Practice Management distance learning program. This requirement does not apply to members in New Zealand or members overseas who do not wish to obtain a public practice certificate to offer public accounting services in Australia. (You must be a CPA to enrol in the public practice distance learning program.)
26. All candidates are bound by the terms and conditions as detailed on the enrolment form guide and in the CPA Program Guide—professional level.
27. All closing dates advertised are at midnight Australian Eastern Standard Time or Australian Eastern Daylight Time.

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### Candidates with a CPA Program professional level commencement date of 2004 - Semester 2 2009

1. Enrolment in the CPA Program commences the first time a candidate enrolls in a segment or segments. Subsequent enrolments can be completed online via the CPA Australia website [cpaaustralia.com.au/manage\\_cpaprogram](http://cpaaustralia.com.au/manage_cpaprogram) or by submitting an enrolment form.
2. For information about the structure of the CPA Program, prerequisites and the exams you must pass in order to complete the CPA Program, refer to the CPA Program structure and enrolment regulations applicable for your CPA Program start date on CPA Australia's website [cpaaustralia.com.au/cpaprogram\\_prolevel\\_structure](http://cpaaustralia.com.au/cpaprogram_prolevel_structure)
3. Candidates can enrol in any segment of the CPA Program, except for the capstone segment Business Strategy and Leadership/Global Strategy and Leadership, as their first segment.
4. To enrol in the capstone segment, Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program.
5. Enrolments in the CPA Program require a completed and signed enrolment form to be lodged online or via mail/fax with the prescribed fee with CPA Australia by the advertised final closing date for enrolments. Enrolment dates and fees can be found on our website [cpaaustralia.com.au/cpaprogram\\_prolevel\\_dates](http://cpaaustralia.com.au/cpaprogram_prolevel_dates).
6. If the prescribed fee is not enclosed with the signed enrolment form the enrolment cannot be accepted. This may mean the enrolment will not be available until the following semester.
7. Enrolments will be accepted by CPA Australia until the advertised closing dates that can be found on the CPA Australia website [cpaaustralia.com.au/cpaprogram\\_prolevel\\_dates](http://cpaaustralia.com.au/cpaprogram_prolevel_dates). Late enrolments will not be accepted by CPA Australia.
8. Candidates enrolling for the purpose of advancement to CPA status or for continuing professional development (CPD) purposes will be automatically enrolled in the exam for that semester. Segment enrolments for reference purposes will not be enrolled in the exam. (More information can be found in the CPA Program Guide—professional level available on the CPA Australia website [cpaaustralia.com.au/professionalleve](http://cpaaustralia.com.au/professionalleve)).
9. Enrollees must be of Associate or CPA status with current membership and must maintain membership whilst enrolled in a professional level segment of the CPA Program. Failure to maintain current membership will result in the loss of access to all member online facilities including the website, My Online Learning resources and Manage your CPA Program applications - significantly impacting exam preparation.
10. The maximum period for completion of the CPA Program is 6 years (12 semesters) for candidates commencing from 2007. Candidates who commenced from Semester 1, 2004 up to and including Semester 2, 2006 have 5 years (10 semesters) in which to complete the CPA Program professional level.
11. It is recommended that candidates who are working full-time limit their enrolment to one segment per semester. Candidates may enrol in up to three (3) segments per semester.
12. Changes to segment enrolment(s) will not be accepted after the advertised early bird closing date for enrolment.
13. Candidates are not permitted to withdraw from the CPA Program within two (2) semesters of their initial enrolment.
14. Cancellation of segment enrolment(s) will be accepted up until the advertised closing date, but refunds for enrolments will not be issued by CPA Australia after the advertised early bird closing date for enrolment.
15. If a candidate fails a segment exam, does not attend a segment exam or is not granted an exam deferral by CPA Australia, the candidate must re-enrol and pay the prescribed fee to continue with that segment. No refund will apply. (More information can be found in the CPA Program Guide—professional level available on the CPA Australia website [cpaaustralia.com.au/professionalleve](http://cpaaustralia.com.au/professionalleve)).
16. An exam deferral fee will be payable for all deferral applications received by CPA Australia. For further information view Changing your professional level exam arrangements on the CPA Australia website [cpaaustralia.com.au](http://cpaaustralia.com.au).
17. Exam deferral is to the next semester only.
18. Any additional reference material required for each segment, such as relevant legislation, is outlined in the introductory section of the segment study materials. Relevant legislation can be obtained from sources such as CCH or Butterworths and is not supplied as part of the study guide material.
19. Candidates must have access to relevant accounting and auditing standards and professional statements. Access is available via the standard setters' websites or the CPA Australia website ([cpaaustralia.com.au](http://cpaaustralia.com.au)).
20. All candidates must have access to the internet and a valid email address for the purposes of receiving updated information throughout the semester and to access study materials.

21. It is the candidate's responsibility to provide and update personal information with CPA Australia including name, mailing address, email address and contact numbers at all times. If this is not provided and kept up to date:
  1. study materials may be sent to an incorrect address and candidates may be charged a re-issue fee
  2. candidates may miss out on critical information relating to their enrolment in the CPA Program professional level
22. If members intend to enrol in CPA Australia's public practice distance learning program, the CPA Program Taxation segment must be completed as a prerequisite. Alternatively, the CPA Program Taxation segment can be studied concurrently with the public practice distance learning program. From Semester 1 2010, the Taxation segment will be called Advanced Taxation. This requirement does not apply to members in New Zealand or members overseas who do not wish to obtain a public practice certificate to offer public accounting services in Australia. (You must be a CPA to enrol in the public practice distance learning program.)
23. All candidates are bound by the terms and conditions as detailed on the enrolment form guide and in the CPA Program Guide – professional level.
24. Candidates admitted without undergraduate taxation and/or auditing qualifications must complete the Taxation and/or Assurance Services and Auditing segments in the CPA Program in place of electives. From Semester 1 2010, these segments will be called Advanced Taxation and Advanced Audit and Assurance respectively.
25. A maximum of two (2) exemptions in elective segments only will be offered to candidates who satisfy the requirements as outlined in our exemptions policy which can be found on the CPA Australia website [cpaaustralia.com.au](http://cpaaustralia.com.au). Send your CPA Program enrolment form to GPO Box 2820, Melbourne, Victoria, 3001 Australia. If you are based in Asia, please forward documentation to your local office. Location details can be found on the CPA Australia website [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)
26. Candidates must complete the CPA Program and the practical experience requirements to advance to CPA status. Time frames for advancement are dependent on the date members were admitted to Associate membership of CPA Australia Ltd. (More information can be found in the CPA Program Guide—professional level available on the CPA Australia website [cpaaustralia.com.au/professionallevel](http://cpaaustralia.com.au/professionallevel)).
27. All closing dates advertised are at midnight Australian Eastern Standard Time or Australian Eastern Daylight Time.

## Privacy statement

CPA Australia Ltd ("CPA Australia") is committed to protecting the privacy and security of your personal information.

The personal information you provide may be used by CPA Australia to:

- process your application for membership with CPA Australia
- record your membership details and profile information
- manage your membership of CPA Australia
- ensure you comply as a member with CPA Australia's Constitution and By-Laws
- conduct market research in order to identify and analyse the ongoing needs of CPA Australia members
- provide you with access to and information about a range of current and future membership benefits including Member Benefits+
- enrol you in the CPA Program
- administer the CPA Program, enrolments; exams;
- customise future service offerings, such as exams for the CPA Program
- compile an employer-requested list for your employer of those persons in their employment undertaking the CPA Program and their member status
- provide your CPA Program results to your employer, when your employer subsidises some or all of your CPA Program fees
- notify you about CPA Australia events and professional development and associated events
- arrange study group contact if required
- aggregate and use for internal review to analyse trends and statistics

Failure to complete the application form correctly may delay or render CPA Australia unable to process your application.

CPA Australia may disclose the personal information you provide to:

- CPA Program providers
- your employer for the purposes specified in this Privacy Statement
- Member Benefits+ partners so that they may contact you about their products and services. For a full list of Member Benefits+ partners see the CPA Australia website at [cpaaustralia.com.au](http://cpaaustralia.com.au)
- external service providers to whom we have contracted out functions such as printers, mailing houses, IT companies and marketing and communications agencies
- universities and other education providers, professional and regulatory bodies, governmental departments e.g. the Department of Immigration and Citizenship, Australian Education International - National Office of Overseas Skills Recognition and Department of Education, Employment and Workplace Relations

The personal information you provide will be treated by CPA Australia in the following ways:

- your personal information may be transferred or stored outside the country where the personal information was collected for the purposes stated above
- you have the right to access or correct any personal information which CPA Australia holds about you (subject to any applicable legal exceptions) and can do this via the 'Update my profile' service on the website at [cpaaustralia.com.au](http://cpaaustralia.com.au). You can use this service to opt out of receiving further communications from CPA Australia. For more information on CPA Australia's Privacy Policy, visit the CPA Australia website.

CPA Australia processes membership and other payments using EFTPOS and online technologies. All transactions processed by CPA Australia meet industry security standards to ensure member details and payments are protected. For further information about our security procedures and payment processes, contact +61 3 9606 9606.