



The Commercial Education Society of Australia

ABN 50 000 004 731

APPLICATION TO REGISTER/RE-REGISTER AS A CESA EXAMINATION CENTRE

The examinations offered by The Commercial Education Society of Australia may be taken at any college, school, institution or other place approved by the Society as an examination centre.

For new centres a fee of \$100.00 is payable for initial registration and the attached application form should be completed. As part of this registration examination centres must submit a minimum of 50 candidates per year in order to remain registered.

Registered centres may apply to be issued with a certificate attesting to their status as an approved examination centre. Fees are not payable for the issue of such certificates.

Registration is valid for one (1) year, so long as the Society's examination requirements are observed. The Society may cancel registration at any time. The Certificate of Registration issued to the applicant remains the property of the Society and must be surrendered on demand.

Applicants for registration must nominate the person or persons who accept ultimate responsibility at that centre for the fair conduct of the Society's examinations.

Colleges, schools, and other institutions that are approved as CESA examination centres are added to the Society's mailing list, and are sent information regularly about the examination program, changes to the syllabus, and other matters that should assist them in determining their examination needs.

The Society's website is kept up to date. It is possible to read and download from the website a great deal of useful information about CESA activities.

CESA's website address is: <http://www.cesa-edu.com.au>



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Founded 1910
ABN 50 000 004 731

APPLICATION TO REGISTER/RE-REGISTER AS A CESA EXAMINATION CENTRE

I apply for registration/re-registration of the following place (college, school or other institution) as an examination centre for the purpose of conducting there examinations offered by The Commercial Education Society of Australia.

Name of college, school or institution to be registered/re-registered as an examination centre

ABN _____ **ACN** _____

Name and address of person applying

Position of person applying _____

If privately owned, give the name and address of the Owner

Date College established _____

Address for mail _____

_____ **Postcode** _____

Address of College _____

_____ **Postcode** _____

College Telephone No _____ **College FAX No** _____

College Email address _____

College Website *(if applicable)* _____

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Are you a Registered Training Organisation (RTO)? If so, please give details

Do you have Public Liability Insurance? If so, please give details

Is the equipment and test environment, as described in the CESA syllabuses, available at this proposed examination centre? Yes No

(For Fiji applicants) Date of Application for Ministry recognition _____

or

Ministry Recognition Number _____

I REQUIRE / DO NOT REQUIRE to be issued with a Certificate of Registration.

(Please cross out whichever does not apply)

DECLARATION

I understand that this registration will be valid for one (1) year, and that the General Council of the Society may cancel registration at any time. I acknowledge that the certificate remains the property of the Society and I undertake to return it on demand.

I am authorised to give an undertaking that the Society's examination rules will be observed at this examination centre.

I also undertake to keep the Society fully informed of changes to ownership, the address of the college, or to any of the other information given above.

I attach my Registration Fee of _____ to this application.

Signature _____ Date _____

Please return this application to:

**The Commercial Education Society of Australia
4 Cross Street
HURSTVILLE NSW 2220
AUSTRALIA**