

Enrolment for Professional Ethics (PETH) Course 2020

Indicate which provisional membership pathway is applicable to you:

- Provisional Associate Chartered Accountants
 Provisional Accounting Technicians

Membership Number, if known.

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Please complete ALL the sections (1 – 8) below, and return the application with payment to Chartered Accountants Australia and New Zealand (CA ANZ). (See page 4 for contact details). **Please use BLOCK LETTERS.**

To enrol in the 2020 Professional Ethics Course you will need:

- Regular access to the internet
- Good English language skills. If English is not your first language an IELTS 5.5 or equivalent is required.
- To be a provisional member of CA ANZ, and be able to sit the examination at a CA ANZ approved location.

Once your application for enrolment has been assessed (allow 2 to 3 weeks) you will be notified via email.

Section 1 – Personal details

Title Mr Mrs Ms Miss other Date of birth (DD/MM/YYYY)

First name/Last name

Preferred first name (if different to formal)

Previous name (if applicable)

Gender (please tick) Male Female

Current employer

Section 2 – Contact details

1. Residential contact details

Street address Suburb/City

State Postcode Country

Email (preferred) Email (alternative)

Phone (home) Phone (business) Mobile

2. Mailing contact details (if different to above)

Company name (if applicable)

Position title

Street address Suburb/City

State Postcode Country

Section 3 – Studying PETH

Please tick to confirm that you would like to enrol in:

- 2020 Professional Ethics (PETH) course (up to six weeks online tuition)
For Provisional members to meet their professional competence requirements

Section 4 – 2020 PETH Course Examinations

Please use the table below to decide which PETH course and examination you wish to enrol in. Tick the offering you wish to be enrolled in.

- PETH201 PETH202 PETH203

	PETH201	PETH202	PETH203
Enrolments open	Wednesday 25th September 2019	Wednesday 4th December 2019	Wednesday 8th April 2020
Enrolment close	Wednesday 29th January 2020	Wednesday 8th April 2020	Wednesday 12th August 2020
Course commencement	Wednesday 26th February 2020	Wednesday 22nd April 2020	Wednesday 26th August 2020
Examination	Wednesday 15th April 2020	Wednesday 10th June 2020	Wednesday 14th October 2020
Result release	Friday 1st May 2020	Friday 26th June 2020	Friday 30th October 2020

Exams are held in a number of locations across New Zealand.

Please indicate your preferred examination location (tick both a first and second option). Option 1 and 2 must be a different location.

	Whangarei	Auckland	Hamilton	Tauranga	Gisborne	Napier	New Plymouth	Palmerston North	Wellington
Option 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Option 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Blenheim	Nelson	Greymouth	Christchurch	Timaru	Queenstown	Dunedin	Invercargill
Option 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Option 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examination locations are subject to minimum numbers. Please note you will be asked to specify your first and second location preferences on your enrolment form. Where numbers don't allow for your preferred location, you will be required to attend the examination at your second preference location.

Section 5 – Student assistance

To help us understand your needs and any special assistance you may require as part of your participation in the PETH course, please provide information in the space below concerning any disability, competency, learning difficulty or medical condition that may affect your learning or ability to sit the examination or otherwise participate in the module. You do not have to provide this information to us, but if you do not, we will not be able to offer you with special assistance. Please note that this information may be disclosed to third parties, including venues and/or supervisors who we have engaged to provide examination supervision on our behalf.

Section 6 – Fees

Please tick the box below to confirm the amount payable.

2020 Professional Ethics course - Six weeks tuition and examination fee

\$ 345.00 including GST (\$300.00 excluding GST)

PAY BY CREDIT CARD

Amex Diners Mastercard Visa

Card holder's name

Card number

Expiry date: /

Card holder's signature:

Any variation to the total amount due please explain?

Section 7 – Terms and Conditions and Privacy Collection Statement

TERMS AND CONDITIONS

These terms and conditions (**Terms**) govern Chartered Accountants Australia and New Zealand ABN 50 084 642 571 (**CA ANZ**) and each student enrolled in the Professional Ethics (**PETH**) course (**you**, or **your**).

1. You declare the information provided in this enrolment form to be true and honest.
2. You have read and agree to comply with the CA ANZ Candidate Code of Conduct and Regulations, a copy of which is available at: <https://www.charteredaccountantsanz.com/become-a-member/ca-program-policies>
3. You have read and agree to comply with CA ANZ's policies and procedures in respect of the PETH course as may be notified to you from time to time, copies of which are available at: <https://www.charteredaccountantsanz.com/become-a-member/ca-program-policies>
4. If you have completed the "Student assistance" section of the enrolment form, you have read and accepted CA ANZ's Assistance for Candidates Policy a copy of which is available at: <https://www.charteredaccountantsanz.com/become-a-member/ca-program-policies>
5. You agree that CA ANZ may, at its sole discretion, retain the original of any of the PETH course assessment items submitted by you.
6. You agree that CA ANZ will not be obliged to return any assignments examination answer books or other materials lodged by you with CA ANZ. If you require access to these, you understand that, due to the confidential nature of the examination papers and related materials, you will only be permitted an opportunity to view them under supervision, and in accordance with the Access to Assessment Material policy, a copy of which is available here: <https://www.charteredaccountantsanz.com/become-a-member/ca-program-policies>
7. You understand you may withdraw your enrolment in the PETH course, however, there is no option to defer, provide credit or transfer registration to another provisional member. Upon a cancellation, the refund amount is dependent on the notification period and circumstances resulting in the cancellation, as further detailed below:
 - a. you will be entitled to a full refund, if withdrawing from the PETH on or before the course commencement date;
 - b. if you withdraw from the PETH course between course commencement date and three (3) weeks prior to the scheduled examination date for that course, you will be eligible for a refund in the amount of \$149.50 (including GST). You acknowledge that you are not entitled to a full refund in these circumstances due to the administrative, third party and other costs incurred by CA ANZ as a result of your cancellation; and
 - c. as a result of administrative, third party and other costs incurred by CA ANZ, requests for refunds outside of the timeframes referred to in clauses 7a and 7b of these Terms, will only be considered with exceptional circumstances and must be supported by medical or other documentation.
8. If you lodge a request to withdraw an enrolment from the PETH course with CA ANZ, you understand that:
 - a. any refund due will be transferred to the same credit card used for the original enrolment;
 - b. once your withdrawal request is processed, the decision is final and unable to be reversed; and
 - c. once your withdrawal is processed, you will not be entitled to access the module materials or sit the assessments.
9. You understand that if you receive a "not yet competent" (NYC) result, but subject to clause 10 below, you will be entitled to:
 - a. be transferred to the next PETH course; and
 - b. sit the scheduled examination for that course (First Re-sit).
10. If you choose to be transferred to the next available PETH course and undertake your First Re-sit, as a result of administrative, third party and other costs incurred by CA ANZ, you will be required to pay a fee of \$149.50 (including GST) for the First Re-sit.
11. You acknowledge that:
 - a. CA ANZ is an Australian registered body corporate which is formed in Australia; and
 - b. the members of CA ANZ are not liable for the debts and liabilities of CA ANZ.
12. If a court determines that any provision of these Terms are invalid or not enforceable, that provision shall be read down or severed to the extent of the invalidity or unenforceability only, without affecting the remaining provisions of these Terms.
13. These Terms are governed by, and are to be construed in accordance with, the laws of New Zealand and each party submits to the non-exclusive jurisdiction of the courts New Zealand.

I have read, understood and agree to the above Terms.

PRIVACY COLLECTION STATEMENT

Privacy is important to Chartered Accountants Australia and New Zealand (ABN 50 084 642 571) (**CA ANZ**), and its subsidiaries (each CA ANZ, we, us or our).

We collect, use and disclose personal information about the information you provide in this application for the purpose of assessing and administering the PETH course and providing you with special assistance (if required) in connection with your participation in the PETH course. If you do not provide the information requested by us, we may not be able to process or complete your application for PETH.

We will also use and disclose personal information (including sensitive information) as set out in our Privacy Policy, available at www.charteredaccountantsanz.com/privacy. It is likely that personal information will be disclosed to overseas recipients (as provided in our

Privacy Policy, including the location of those entities). Our Privacy Policy sets out how CA ANZ handles personal information including how you can seek to access and correct your information or raise a privacy concern with us and how it will be dealt with.

This Privacy Statement also applies to and is adopted by the New Zealand Institute of Chartered Accountants (**NZICA**). NZICA may collect, store, use and disclose your personal information in the performance of its regulatory functions under the New Zealand Institute of Chartered Accountants Act 1996 (NZ) in accordance with this Privacy Statement.

CA ANZ is formed in Australia. Our members are not liable for our debts and liabilities.

I have read, understood and agree to CA ANZ's Privacy Policy and the important information contained in the Privacy Statement above.

ADDITIONAL PROVISIONS FOR EU DATA SUBJECTS

The following additional provisions apply to you if the (EU) 2016/679 General Data Protection Regulation (**GDPR**) applies to you. GDPR will apply to you if you are or become a resident of the member states of the EU, Norway, Iceland and Liechtenstein (**EU data subjects**).

Lawful grounds: Under the GDPR, we are permitted to process your information for the purposes described above, by relying on one or more of the following lawful grounds: (a) you have explicitly agreed that we may process your information for a specific reason; (b) the processing is necessary to perform the agreement we have with you or to take steps to enter into an agreement with you; (c) the processing is necessary for us to comply with our legal obligation; or (d) the processing is necessary for our legitimate interests, which include: (i) to protect our business interests; (ii) to ensure that complaints, including complaints about member conduct, are appropriately investigated; (iii) to evaluate, develop or improve our products and services; or (iv) to keep our members informed of relevant products and services, unless you indicate that you do not wish us to do so. We generally rely on your specific consent to process special categories of personal data (i.e., 'sensitive information'). However, in some cases (for example, relating to an alleged offence), we may need to use some of that information to comply with our legal obligations.

Withdrawing your consent: Where you have consented to our processing of your information (including special categories of personal data), you may withdraw your consent at any time. To do so, contact us using the details set out in our Privacy Policy. In some cases we may lawfully continue to process your information even after you withdraw your consent, by relying on the legal bases described above. Other important information such as transferring your personal data outside the European Economic Area information, your specific GDPR rights over your personal data and how and when we retain and destroy your personal data is explained in our Privacy Policy.

Section 8 – Declaration

I declare that:

The information provided in this application is true and correct and I agree to produce such further evidence and information in relation to this application as may be required.

PLEASE SIGN AND DATE

Signature

Date

Section 9 – Submitting your enrolment form

Please email your application form to:

EMAIL peth@charteredaccountantsanz.com

ANY QUESTIONS

If you have any questions you can contact the Member Support Team at:

EMAIL service@charteredaccountantsanz.com

PHONE **AUSTRALIA** 1300 137 322
+61 2 9290 5660 (outside of Australia)
8am-6pm (AEST) Monday – Friday (excl. Public Holidays)

NEW ZEALAND 0800 4 69422
+64 4 474 7840 (outside of New Zealand)
8am-6pm (NZ time) Monday – Friday (excl. Public Holidays)

WEBSITE charteredaccountantsanz.com