



# The Canadian Gemmological Association

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CGA- Form A

## CGA Fellowship Qualifying Examinations Registration Contract

**SESSION:** January 2019

**REGISTRATION DEADLINE:** Friday December 21, 2018

**EXAM DATES & TIMES:** (please retain a copy of this page)

|                        |                            |                      |                            |
|------------------------|----------------------------|----------------------|----------------------------|
| Preliminary Level      | Monday January 14, 2019    | Two 3-hour sessions: | 9 am – 12 pm & 1 pm – 4 pm |
| Prof Level (Theory)    | Tuesday January 15, 2019   | Two 3-hour sessions: | 9 am – 12 pm & 1 pm – 4 pm |
| Prof Level (Practical) | Wednesday January 16, 2019 | One 4-hour session   | 9 am – 1 pm                |

### LOCATION:

TBA

**EXAMINATION NUMBERS:** Examination code number(s) will be emailed approximately two weeks prior to the examination(s). Please notify the office immediately, if you do not receive them by Monday January 7, 2019.

### REGULATIONS

**REGISTRATION DEADLINE:** Candidates must complete the registration form and return it to the registrar at the above address by the registration deadline at the top of this page. Registrations received after the deadline may be disqualified, or if accepted, will be subject to a \$100.00 late penalty fee, without exception.

### REFUND POLICY

**Full refund** The Canadian Gemmological Association shall refund all the fees paid by the candidate under a contract in the following circumstances:

1. The contract is rescinded by the candidate within two days of submitting payment to the CGA.
2. The CGA cancels the applicable session of examinations.

**Partial refund** If a candidate registers and pays fees for exams but does not write the exam(s), the CGA shall refund part of the fees under the following circumstances:

1. The candidate gives the CGA notice of withdrawal at least 21 days before the exam is scheduled.
2. The amount of the refund shall be an amount equal to the full exam fee paid, less an amount equal to the lesser of 20 percent and \$250.

**DEFERRALS:** Candidates who have registered to write the exam(s) in any given exam session may request a ONE- TIME- ONLY deferral of their exams to the next exam session. **For example, if scheduled to write in January, they may defer to June of that year. Thereafter, full exam fees will apply.** Deferrals are subject to CGA approval and require completion of a formal deferral request, and an accompanying non-refundable payment of \$100 per day of exams deferred.

**MARKING:** The morning and afternoon sessions of each theory exam are considered together for a single grade. Theory exams are written on the same day everywhere. The practical portion of the professional-level exam is marked separately. **A minimum passing grade is B (67%).** The practical and theory portions of the professional- level exams must be passed within one year of each other. **When all exams are written in the same exam session, the professional-level exams will be deemed to be "failed unmarked" if the preliminary exam is failed.** All submitted scripts become the property of the CGA, and apart from notifying candidates of the grade achieved, the CGA is unable to enter into correspondence about examination results.

### DESIGNATION

You are only entitled to use your FCGmA Designation if you are a current paid Fellow of the CGA. Memberships run yearly from January 1 to December 31.

# CGA Fellowship Examination Registration Form

PDF Fillable Form

Session: January 2019

Final Deadline: Friday December 21, 2018

Read the reverse of this page carefully. Please type, or print in upper and lowercase, and return with the appropriate fee. INDICATE YOUR NAME **EXACTLY** AS YOU WOULD LIKE IT TO APPEAR ON YOUR CERTIFICATE.

**PLEASE PRINT CLEARLY**

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

EMAIL: (correspondence and softcopy receipts will be sent to this address) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV \_\_\_\_\_ POSTALCODE \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Mobile \_\_\_\_\_

## EXAM FEES:

1. I wish to write the preliminary-level examination only (fee \$500.00)
2. I wish to write the full professional-level examinations only (both theory and practical) (fee \$1,000.00)  
Year in which the preliminary-level exam was passed: \_\_\_\_\_
3. I wish to write both the preliminary- and professional-level examinations. (fee \$1,500.00)
4. I wish to write the **theory** section only of the professional-level examinations (fee \$500.00) **Theory and practical components must be passed within one year**  
Date of practical, if applicable: month \_\_\_\_\_ and year \_\_\_\_\_
5. I wish to write the **practical** section only of the professional-level examinations (fee \$500.00) **Theory and practical components must be passed within one year.**  
Date of theory exam, if applicable: month \_\_\_\_\_ and year \_\_\_\_\_

**EXAM PAYMENT:**  My cheque is enclosed. Cheque# \_\_\_\_\_

Charge my Visa card

Charge my MasterCard

Charge my American Express

VISA/MASTERCARD/AMEX number \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVC: \_\_\_\_\_

**Declaration:** I, the undersigned, hereby apply to be registered for the indicated examination(s) and confirm that I have read and accept the regulations in this document regarding registration deadline, refund policy, deferral procedure and exam marking policy. I further agree to comply with the rules and instructions governing the conduct of the examinations.

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

ADOBE DIGITAL SIGNATURES MUST INCLUDE AN IMAGE OF HANDWRITTEN SIGNATURE

Return to: **CANADIAN GEMMOLOGICAL ASSOCIATION**

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