



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS

ATLANTIC
SCHOOL
OF BUSINESS

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Late Registration Fees - Effective April 1, 2023

Frequently Asked Questions

CPA Atlantic School of Business implemented a late registration fee of \$230 effective April 1, 2023. This fee applies to CPA Professional Education Program (CPA PEP), and the CPA Common Final Examination (CFE) registrations that are not paid by the posted registration deadlines.

If you have any comments, questions, or concerns about these changes or any aspect of your CPA path, please be in touch with our program team at registrations@cpaatlantic.ca.

FAQ – Introduction of Late Registration Fees (PEP and CFE)

Q: What specifically must be received by CPA Atlantic School by the registration deadline to avoid a late registration fee for CPA PEP modules and the CFE?

Your registration must be submitted through the CPA Atlantic School “Self-Serve Registration Portal” and full payment (or proof that payment is forthcoming) must be received by the school by the registration deadline to avoid the late registration fee for CPA PEP modules and the CFE. Proof of payment can be sent by you or your employer to finance@cpaatlantic.ca.

Q: As CPA PEP module results aren’t usually released prior to the next registration deadline, should I register for my next module before getting my result?

Yes, you should register and pay for your next CPA PEP module prior to the registration deadline, even if you have not received the result from your current CPA PEP module. You will be automatically withdrawn without academic or financial penalty should you be unsuccessful in a prerequisite module. The amount paid will remain as a full credit on your account and applied towards future balances with CPA Atlantic School. This amount can also be refunded upon request.

Q: I have registered for my second CPA PEP core/elective module prior to the deadline but just found out I was unsuccessful in my attempt at the first core/elective module. If I now wish to re-enroll in the unsuccessful module instead of proceeding with my current registration, will I need to pay the late registration fee to make that switch?

Candidates will have a **one-week (7 day) grace period** from the date results are released to re-enroll in a core or elective module which they were unsuccessful. Please contact registrations@cpaatlantic.ca if you wish to re-enroll in a module that you were unsuccessful in after the deadline, as course registrations will not be available through the Self-Serve Portal. The school will withdraw your previously submitted registration and unless otherwise requested, we will re-apply your payment to the new balance for your re-enrolled module fee. You will not be charged a late registration fee within the 7-day grace period for re-enrolling in a module you need to retake.



Q: The Re-Write and Challenge Exam Registration Deadline has passed, but I wish to enroll in one of these exams. Who can I contact to discuss my ability to do so?

Candidates wishing to enroll in a CPA PEP challenge or re-write exam after the posted deadline will require pre-approval from the school prior to enrolling. Please contact exams@cpaatlantic.ca if you wish to enroll in a re-write or challenge exam after the deadline, as registration will not be available through the registration portal. Any approved late registrations for a re-write or challenge exam will be subject to a late enrollment fee.

Q: My international study permit is still being processed. Should I still register prior to the registration deadline in anticipation of it being ready for the module start date? What if it is not approved in time?

Yes, you should still register, submit payment and begin to prepare if you anticipate your study permit to be approved prior to the module start date. Should the study-permit approval not be received prior to the module start date or CFE, you will be withdrawn without any academic or financial penalties.

Q: In the preceding situations, where an unsuccessful result or study permit forces a withdrawal from my next module, would I get a refund or a credit for the payment I submitted for that module fee?

Upon request, a refund will be issued to candidates that are not able to proceed to the next course due to their previous result or study permit status. Otherwise, the payment will be left as a credit on the candidates account and will be applied towards future balances with CPA Atlantic School.