

# Enrollment form

## CMA Program 2019 - 2020

### Undersigned:

name (surname)

first names

\_\_\_\_\_

given name

\_\_\_\_\_

gender

\_\_\_\_\_

address

\_\_\_\_\_

zip code

\_\_\_\_\_

city

\_\_\_\_\_

telephone

\_\_\_\_\_

personal email

\_\_\_\_\_

mobile telephone

\_\_\_\_\_

date of birth

\_\_\_\_\_

country and city of birth

\_\_\_\_\_

highest degree and University

### Employer:

name of the organisation

\_\_\_\_\_

address

\_\_\_\_\_

zip code

\_\_\_\_\_

City

\_\_\_\_\_

telephone

\_\_\_\_\_

business mail adress

\_\_\_\_\_

current position

### Enrollment:

Student wishes to enroll for:

Certified Management Accountant (CMA) Program offered by the Staan Academy

In case of first time enrollment, please include:

- a copy of a valid passport or ID card,
- a copy of your highest degree and grade list.
- recent resume.



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# Continued enrollment form 2019 - 2020

## CMA Program 2019 - 2020

**Invoicing:** The invoice needs to be sent to :

student;

Student declares to fulfill all financial obligations and payments in accordance with payment terms of the CMA Program at the Staan Academy.

employer\*.

In case the student wishes the employer to pay the tuition fee, it is required for the employer to have filled out and signed the declaration of authorization below.

**\*Authorization Employer:** Undersigned agrees on behalf of the employer to pay the tuition fee according to the payment terms below to the Staan Academy (part of Staan Finance & Consultancy BV).

name

position

date

place

signature

**Invoice-  
details  
employer:**

employer

invoice address

zip code

city

cost centre and / or po number (cross what is not applicable)

**Payment  
terms:**

Payment obligations

- Via enrollment you are obligating yourself to the payment of the tuition fee of €3.250,- (excl. 21% VAT).
- At enrollment €500,- (excl. 21% VAT) will be invoiced (for the remainder a separate invoice will be sent).
- The full tuition fee is due before the start of the program.
- The program will start if sufficient (10) enrollments have been received.
- Study materials and exam / membership IMA not included in the tuition fee.
- In case of cancellation you are obligated to pay the cancellation fee of €500,- (excl. 21% VAT).
- Cancellation is only possible before the start of the program.

**Undersigning  
student:**

date

place

signature

**Return to:**  
Staan Academy  
Meeuwenlaan 100  
1021 JL Amsterdam

**or via email to:**  
cma@staan.nl



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