

## CPA Student Reinstatement Form 4-3AS

Access to the online system is not available when registration is suspended. To reinstate your registration with the Chartered Professional Accountants of Ontario (CPA Ontario), complete this form, attach any additional documents required under the conditions applicable to your suspension and reinstatement, and return it to CPA Ontario. A confirmation of reinstatement of registration will be sent by email upon completion of all the requirements for reinstatement and upon approval by the Vice President, Student Services. Reinstatement applications require manual processing - please ensure that you leave sufficient time for application processing. Please note that students who do not reinstate prior to Monday June 4, 2018, will be deregistered, effective immediately, as per Regulation 4-2.

### A. Residential Information

Name: \_\_\_\_\_ CPA Ontario ID: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_  
 Home Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please use this as my preferred mailing address

### B. Payment Information

Please refer to your notice of suspension for the total fee required for reinstatement. Alternatively, please contact [customerservice@cpaontario.ca](mailto:customerservice@cpaontario.ca).

Students in the CPA Program		Undergraduate Students in Approved Co-op Programs	
Annual Student Fee (includes HST):	\$678	Annual Student Fee (includes HST):	\$339
Late Fee:	\$100	Late Fee:	\$45
Reinstatement Fee (includes HST):	\$113	Reinstatement Fee (includes HST):	\$113
<b>Total Amount:</b>	<b>\$ 891</b>	<b>Total Amount:</b>	<b>\$497</b>

#### Amount Paid: \$

Please note that any fees paid as part of the reinstatement process (ASF, late fee, reinstatement fee) are non-refundable.

For payment by credit card, please complete the form and email it to [customerservice@cpaontario.ca](mailto:customerservice@cpaontario.ca). Within 1-2 business days of receiving your reinstatement form, you will receive an email containing a secure payment portal link.

Company Cheque      Personal Cheque

To pay by cheque, record your CPA Ontario ID on the cheque and mail it, with this completed form, to:  
**Chartered Professional Accountants of Ontario, 25 York St., Suite 1100, Toronto, ON M5J 2V5**

Electronic Funds Transfer (EFT)

Contact your financial institution to set up this option. The payment listing is available under "Chartered Professional Accountants of Ontario". **Please use your CPA Ontario ID as your account number.**

**Privacy Statement:** CPA Ontario is committed to respecting your privacy and protecting your personal information. The collection, use and disclosure of your personal information that may be made by CPA Ontario is described in CPA Ontario's [Privacy Policy](#). The information collected in CPA Student Reinstatement Form 4-3AS is used primarily for the purposes of reinstatement of student registration.