

## Memorandum

---

To CASB Students  
Subject **Policy relief for unemployed students**  
Date May 4, 2009

From John Gunn, MEd, FCA,  
CASB CEO

---

In light of the difficult economic situation, effective immediately CASB is temporarily relaxing its employment policies with respect to module enrolment. We want to help you avoid unnecessarily losing momentum in the CASB program, should you become unemployed for a short period of time.

We are applying, for this academic year only (May 1/2009 to April 30/2010), the following amended policy with respect to module enrolment for unemployed CASB students:

- A prospective student will be able to enrol once in each of Modules One and Two without being employed or having a written offer of employment in hand,
- A CASB student will be able to enrol once in a maximum of two of CASB Modules Three, Four and Five while unemployed or without a written offer of employment in hand, and
- A CASB student will not be held back from enrolling in Module Six or writing the UFE solely on the basis of not being currently employed. A student must have eight months of qualifying experience to participate in Module Six.

Reinforcing CASB learning with on-the-job experience remains an important element of our program. We believe that your competency development is enhanced when what you learn in the modules is reinforced in your day-to-day work. Because of this, we are not planning at this time to make further changes to employment requirements for module registration.

If you have any questions, please visit the News section of [www.casb.com](http://www.casb.com). If this does not answer your questions, please email [generalregistrations@casb.com](mailto:generalregistrations@casb.com) or call our General Registrations Team at 1.866.420.2350 extension 2109.