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[Home](#) > Academic Policy and Fees

Academic Policy, Conditions and Fees

The following policies are subject to change with notice.

Course Prerequisites

An individual may enrol if s/he:

- has one year of verifiable experience in a Canadian customs environment; OR
- has successfully completed the *CSCB Introduction to Canadian Customs & Border Procedures* online course; OR
- has successfully completed the following Seneca College program: International Transportation and Customs (students requesting this type of exemption must submit a copy of the program completion certificate or a transcript sent directly from the College with their application); OR
- has successfully completed either of the following Fleming College programs: Law and Security Administration - Customs Border Services, OR International Trade OR Supply Chain Management-Global Logistics (students requesting this type of exemption must submit a copy of the program completion certificate or a transcript sent directly from the College with their application); OR
- has successfully completed the following Loyalist College program: Customs Border Services (students requesting this type of exemption must submit a copy of the program completion certificate or a transcript sent directly from the College with their application); OR
- has successfully completed the following St Clair College program: International Business Management-Logistics Systems certificate (students requesting this type of exemption must submit a copy of the program completion certificate or a transcript sent directly from the College with their application); OR
- is a current US CCS Designate.

The CCS course is made available to students in the first week of October. Students are encouraged to complete the application and payment no later than the last business day in October.

Tuition Fees

Providing you meet the enrolment requirement, enrolment is considered finalized when the CSCB has received full payment of tuition fees. Course access details will be emailed to students in the first week of October.

NOTE: This course is taxable.

Student Category	Employees of <u>CSCB Members</u> and CBSA/Other Government Departments and Agencies	Employees of <u>CSCB Preferred Business Clients</u>	Employees of Non-members or unemployed
New Applicant - if neither (a) nor (b) below	\$650.00	\$1,040.00	\$1,300.00
(a) Applicant who was enrolled in the CCS Course within the previous two years but did not pass the course nor officially withdrew after the refund deadline *.	\$357.50	\$572.00	\$715.00
(b) New Applicant who has previously passed the Customs Brokers Qualifying Examination, the Customs Brokers Professional Examination, the two-year CSCB Qualification Course, or the CCS (Certified Customs Specialist) course prior to last year. A copy of the certificate of completion must be provided as proof.	\$487.50	\$780.00	\$975.00

All prices are in Canadian funds.

There will be a \$35 fee for NSF cheques.

Providing you meet the enrolment requirements, enrolment is considered finalized when the CSCB has received full payment of tuition fees. Course access details will be emailed to students in the first week of October or upon enrolment if after October 1, 2021.

*For example, if it is currently October 2012, the previous 2 academic years are October 2011 - September 2012 and October 2010 - September 2011.

Communications

Although e-mail is the preferred method of communication for the CCS course, students are responsible for maintaining the reliability of all their contact information through their CSCB accounts. Failure to do so may result in delays of marks, certificates, or other documents.

Withdrawals

The CSCB requires written notice of course withdrawals (e-mail, fax, or mail).

There is a CDN \$100 administrative fee if the CSCB receives written notice of enrolment cancellation prior to the student gaining access to course materials. A refund of the tuition fees, minus a CDN \$100 administrative fee will be issued.

There is a CDN \$150 administrative fee if the CSCB receives written notice of enrolment cancellation after access to course materials has been provided but prior to October 30. A refund of the tuition fees, minus a CDN \$150 administrative fee will be issued.

Students may withdraw from the course at any time; however, there will be no refund of tuition fees after October 30 of each academic year.

Course Material

The CCS course is designed to be completed on-line. Once your enrollment application and payment have been processed, you will receive access information from the CSCB. Access to all required reference materials is provided in the course content.

Final Examination

The final examination will be held on **Saturday, September 17th, 2022**.

The final examination is worth 80% of your final grade. The remaining 20% is calculated based on your Part Test grades (5% for each part test). The passing grade for the CCS course is 65%. All students are eligible to write the final exam.

The final exam is being held online and is a 3-hour closed-book proctored exam. It requires stable internet access, a webcam, a mic, a computer that allows you to install software, and a quiet private area to work in during the exam.

The final exam can be completed from any location including those outside of Canada.

Within three weeks of the final exam, students will be provided with their final course grade. Completed examinations will not be returned to the student.

Accessibility Arrangements

If you require accessibility arrangements, you must advise the CSCB in writing **no later than July 31**. A medical certificate or assessment documentation must be submitted with your request. Please note that each case will be considered on its own merits.

Examination Deferrals

Students were advised of the examination date at time of registration. However, in certain circumstances, for e.g. religious or medical reasons, when a student is not able to write the exam on exam date, a deferral exam will be available. Deferral requests must be submitted to the CSCB **no later than July 31**. Requests will be considered on a case-by-case basis. There may be a fee of CDN \$100 to defer your exam.

Final Examination Rewrite

There is an opportunity to write a second CCS examination for students who fail the immediately preceding examination, with a mark between 60–64% (either on its original date or on the deferral date). There is a fee of CDN \$100 for students who choose to write the second examination.

The CSCB will schedule the examination before the end of the calendar year.

This option **is not** available to students who:

- did not write the first final examination;
- received a mark below 60% on the immediately preceding examination; or
- challenged and failed the immediately preceding examination.

Course Completion

A mark of 65% or higher is required to pass the CCS course.

Upon successful completion of the CCS course, the graduate will be mailed a CCS course certificate, an official transcript, a CCS designate certificate, and a pin. The graduate may also use the designation, CCS (Certified Customs Specialist), as long as s/he meets the ongoing renewal requirements.

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