



**CITN TAX ACADEMY**  
 CHARTERED INSTITUTE OF TAXATION OF NIGERIA

# Application form for student admission to the Certificate Courses of Tax Academy

## Bank Payment Reference

Please complete this form and return it to:  
 CITN TAX ACADEMY, IKEJA, LAGOS  
 Tel: +234 07034231305, 08063837716

<b>Bank Name:</b>	<b>Teller Number:</b>
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### Notes

- Applications can take up to two weeks to process.
- Applicant should enter Bank Payment Reference
- This form can be emailed or posted to us, together with the required supporting documents.
- Please read the additional notes on the last page of this application form.
- Correspondence with you will mainly be by email or text message. Please ensure that your email address and phone number(s) are clear and legible
- All sections of this form must be completed in full. Failure to do so will result in your form being returned to you.

Please **FILL** all your details in this form as complete as possible and sign at the end.

## Section 1 – Applicant details

Application Reference Code	
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### Personal details

<b>Title</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	<b>Other (please specify)</b>																	
<b>First name</b>		<b>Middle name(s)</b>																	
<b>Family name</b>																			
<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>																		
<b>Date of birth</b>	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>			D	D	M	M	Y	Y	Y	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												

<b>Your most recent qualification(s)</b>	
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### Address details

If you fail to provide a current correspondence address, telephone number and email address (in clear typing or handwriting) this will result in the application being returned to you.

**Correspondence with you will mainly be by email or text messaging. Please ensure that your email address is clearly legible.**

<b>Your Preferred mode of Communication</b>	e-mail <input type="checkbox"/>	Text Messaging <input type="checkbox"/>
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### Current residential address

<b>Address</b>	

Postal city/town		Postcode	
County		COUNTRY	
Telephone number	Country code	Area/City code	Number
Mobile number	Country code	Area/City code	Number
Personal email address (please print very clearly)			

<b>Current employment address</b>	
If you are currently unemployed please tick here	<input type="checkbox"/>

Company name			
Position/Job title		Department	
Company address			
Postal city/town		Postcode	
County		COUNTRY	
Telephone number	Country code	Area/City code	Number
Mobile number	Country code	Area/City code	Number
Company email address (please print very clearly)			

## Section 2 – Education and qualifications

Please give your full education history with the qualifications awarded.

The admission criteria can be found on the website at [www.taxacademyng.org](http://www.taxacademyng.org)

**You must provide proof of all qualifications with your application.** To do so you must provide **certified copies** of education certificates for all examinations detailed below.

- You should take photocopies of your certificates.

School education			
School attended (give full name and town)	A level (or Secondary School equivalent): Subject name	Grade	Date achieved

### Section 3 – Method of payment

#### Please read these notes before arranging payment for your Studentship

You must complete all information in the relevant section. We do not send invoices for student admission fees.

The CITN Tax Academy accept no responsibility for any loss or interception of this information during transmission by any medium.

You must ensure that any bank charges are paid at the time of transfer, otherwise we will not receive the full payment. If the correct payment is not received, your application will be delayed until we receive the outstanding balance.

**The application fee must accompany this application. Applications submitted without the necessary fees will not be processed.**

		<b>Fees (₦)</b>	
<b>Application/Registration fee</b>		10,000.00	This is a one-off payment payable on initial application
<b>Tuition fee:</b>		85,000.00	This is due in full on entry regardless of date.
<b>Total fee payable</b>		<b>95,000.00</b>	

**Bank:** First City Monument Bank Plc;

**Account Name:** Chartered Institute of Taxation of Nigeria

**Account Number:** 4823869018

### Section 4 – The applicant's declaration

**This section must be signed by the applicant.**

*Before signing this declaration, you are strongly advised to go over the details of your application carefully*

- I apply to the Governing Board for admission as a Student of the CITN Tax Academy.
- I confirm that I am a fit and proper person to be admitted as a Student of the CITN Tax Academy.
- I confirm that I do not have any criminal convictions, other than any arising under the Road Traffic Acts, and any I have detailed on the attached separate sheet, and that I am not aware of any incidents in which I have been involved that might lead to a criminal charge or conviction against me.
- I have not, either in Nigeria or elsewhere:
  - been declared Bankrupt;
  - or been dismissed from any office or employment;
  - or been excluded from any Academic course for misconduct;
  - or refused entry to any profession, association or occupation.
- I am not aware of any circumstances that would make me unsuitable for studentship of the CITN Tax Academy.
- If my application is approved, I understand and agree:
  - to conform to the Regulations of the Tax Academy, as now exists, or as may in future be altered, amended or enlarged, and I will, to the best of my ability, promote the objects of the CITN Tax Academy.
  - that I shall be subject to the Disciplinary Rules of the CITN Tax Academy.

- I understand that to withdraw from studentship, I must inform the Management Team of my withdrawal and that after payment of any arrears, delivery or books, papers or other property of the CITN Tax Academy, I will be free from these obligations.

<b>Name (BLOCK CAPITALS)</b>			
<b>Signature</b>		<b>Date</b>	

Please complete the following	
I have enclosed <b>copies of all education certificates</b> referred to in the application	<input type="checkbox"/>
I have understand and abide by the <b>Timing of payment</b> for all fees	<input type="checkbox"/>
I have signed and dated the <b>applicant's declaration</b>	<input type="checkbox"/>

Notes for Applicants – please read carefully	
<b>1</b>	The admission criteria can be found on the website at <a href="http://www.taxacademyng.org">www.taxacademyng.org</a>
<b>2</b>	Applicants must have adequate proficiency in English are likely to experience particular difficulty with the examinations.
<b>3</b>	Applicants must send proof of qualifications along with their applications. You should send <b>certified</b> photocopies of these.
<b>4</b>	This form can be signed, then scanned and sent by email, but we retain the right to ask individuals to provide original or certified certificates at any time in the future.
<b>5</b>	If your application is successful you will be issued, through your student portal, your admission letter.

Qualification
<p>To attain Certificate of the CITN Tax Academy, you will need to meet the requirements.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>Attending all classes</li> <li>Participate in class assignments</li> <li>Complete case study at the end of the Course</li> </ul> <p>Full details of these requirements are set out in the Student Handbook which can be found on <a href="http://www.taxacademyng.org">www.taxacademyng.org</a></p>