



ChFC[®]

Chartered Financial Consultant[®]

9 Courses

The Most Complete Financial Planning Program

Reach Your Career Goals with this Program

The Chartered Financial Consultant[®] (ChFC[®]) program prepares you to meet the advanced financial planning needs of individuals, professionals and small business owners. You'll gain a sustainable advantage in this competitive field with in-depth coverage of the key financial planning disciplines, including insurance, income taxation, retirement planning, investments and estate planning.

Self-Paced Program: Earn the ChFC[®] On Your Time

You can study at your own pace, wherever and whenever it is most convenient for you. Complete your program as fast as you like; the self-paced program gives you the opportunity to truly tailor your education to your lifestyle. Our online study aids provide you with the guidance and practice you need to feel confident on test day. With every registration, students are granted access to:

- Downloadable e-books for your iPad[®] or iPhone[®]
- Online discussion with course professor
- Supplemental readings
- Streaming video lectures
- Audio reviews

Self-Study - Costs: -

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| ➤ Admission Fee: | US\$145 – (One-time, nonrefundable fee for new enrollees at The College) |
| ➤ Shipping & Handling: | US\$100 (per course) – <u>estimate</u> |
| ➤ Course cost: | US\$640 |
| ➤ Total Registration Cost: | US\$885 |

Live Online Classes (Webinars) – **Offered at an additional cost**

Attend live, instructor-led classes from your home or office PC. These interactive classes offer a convenient, time-saving way to participate in classes without needing to travel.

ChFC[®] Curriculum (9 Courses)

HS 300 Financial Planning: Process and Environment (CLU Course)

HS 311 Fundamentals of Insurance Planning (CLU Course)

HS 326 Planning for Retirement Needs (CLU Course)
HS 328 Investments (CLU Course)
HS 330 Fundamentals of Estate Planning (CLU Course)

HS 321 Income Taxation

Examines the federal income tax system with particular reference to the taxation of individuals. Covers such concepts as gross income, exclusions from gross income, deductions, tax credits, capital gains and losses, taxation of life insurance and annuities and income taxation of partners, partnerships, corporations and shareholders.

HS 332 Financial Planning Applications

Uses case analysis to integrate planning techniques, tools and products covered in prior courses. Provides practical experience in analyzing and solving realistic financial problems of individuals and businesses. Includes cases that range from simple fact patterns and basic documents to complex situations involving not only personal financial problems, but also financial problems associated with businesses, business ownership and estate planning.

HS 322 The Financial System in the Economy

Presents an overview of the global financial system and its influence on the financial services industry. Examines financial markets, their principal institutions and their economic functions, products and services. Examines the rapidly changing regulatory and competitive environment and major trends that shape the industry.

HS 334 Estate Planning Applications

Covers estate and gift tax principles with an emphasis on life insurance planning applications. Discusses forecasting the gross estate, life insurance trusts, valuation principles, the use of charitable contributions as an estate planning technique, planning opportunities stemming from the marital relationship, the taxation of trusts, implications of employee benefits and estate freezes. Includes a case study reflecting procedural aspects of estate planning.

ChFC® Course Policies:

Program Completion Requirements

To receive the CLU® designation, you must successfully complete all courses in your selected program, meet experience requirements and ethics standards, and agree to comply with The American College Code of Ethics and Procedures.

Experience

Three years of full-time business experience is required for all Huebner School designations. The three-year period must be within the five years preceding the date of the award. An undergraduate or graduate degree from an accredited educational institution qualifies as one year of business experience. Part-time qualifying business experience is credited toward the three-year requirement on an hourly basis, with 2,000 hours representing the equivalent of one year full-time experience. The following activities meet the required business experience qualifications included in the CLU® certification process.

Insurance and health care

- Field underwriting and management, including sales and service activities, supervision and management of persons involved in sales or services, or staff support of persons in these activities.
- Company management and operations in positions involving substantial responsibility.

Financial services and employee benefits

- Client service and related management, including direct contact with clients, supervision and management of persons involved directly in the process of providing financial services or employee benefits, or staff support of persons in these activities.
- Financial institution management and operations in positions involving substantial responsibility.

Other

- University or college teaching of subjects related to the Huebner School curriculum on a full-time basis at an accredited institution of higher education.
- Government regulatory service in a responsible administrative, supervisory, or operational capacity.
- Activities directly or indirectly related to the protection, accumulation, conservation, or distribution of the economic value of human life; these include the work of actuaries, attorneys, CPAs, investment advisers, real estate investment advisers, stockbrokers, trust officers, or persons in other similar occupations.

Code of Ethics

To underscore the importance of ethics standards for Huebner School designations, the Board of Trustees adopted a Code of Ethics in 1984. Embodied in the Code are the Professional Pledge and eight Canons.

Professional Pledge

"In all my professional relationships, I pledge myself to the following rule of ethical conduct: I shall, in light of all conditions surrounding those I serve, which I shall make every conscientious effort to ascertain and understand, render that service which, in the same circumstances, I would apply to myself."

The Canons

- I. Conduct yourself at all times with honor and dignity.
- II. Avoid practices that would bring dishonor upon your profession or The American College.
- III. Publicize your achievements in ways that enhance the integrity of your profession.
- IV. Continue your studies throughout your working life so as to maintain a high level of professional competence.
- V. Do your utmost to attain a distinguished record of professional service.
- VI. Support the established institutions and organizations concerned with the integrity of your profession.
- VII. Participate in building your profession by encouraging and providing appropriate assistance to qualified persons pursuing professional studies.

VIII. Comply with all laws and regulations, particularly as they relate to professional and business activities.

Continuing Education

If you are a ChHC, TM, ChFC®, CLU®, REBC®, RHU®, or CLF®, you are required to earn 30 hours of CE credit every two years. If you have earned all 30 CE credits through The American College, you do not have to sign and file a statement of compliance. The College will record CE credits you earned at The College and notify you when you have met the requirements. You are responsible for keeping The College updated with your current address.

All CLU®s are subject to the PACE Recertification Program. If you are a CLU® who falls into any of the following specified categories, you are required to earn 30 hours of CE credit every two years:

- Licensed insurance agent/broker/consultant
- Licensed security representative/registered investment advisor
- Financial consultant, attorney, accountant, employee benefits specialist, and any other individual who provides insurance, employee benefits, financial planning, or estate planning advice and counsel to the public

If you are a CLU® subject to PACE but do not fall into one of the above categories, you are exempt from the CE requirements. You will be required to notify The College of your exempt status every reporting period, as long as the exemption applies.

PACE Recertification

A Recertification Fee is applied to First-Time PACE-Required Designees after February 1, 2007. A fee of \$250 (recurring every two (2) years) covers multiple designations and is not retroactive for prior PACE-required designees.

**Approximately 90% of PACE recertification fees will be used for public awareness of the designations.*

To obtain additional information about PACE and to find out which subject areas and types of educational activities are acceptable for CE purposes, contact a Professional Education counsellor. New designees will automatically receive information about PACE. Learn more about PACE at **TheAmericanCollege.edu/PACE**

The 5 Year Rule

The American College's commitment to the highest standard of knowledge and trust includes a requirement for timely completion of educational programs, ensuring that the knowledge you receive from The College is fully current. Once you have completed your program, continuing education requirements continue the emphasis on consistently renewing your knowledge to best serve your clients.

It is critically important that you understand the 5-year rule so you do not lose any of the credits you have worked so hard to earn. Courses that are taken at The College are "contingent credits" good for five years from the date they are passed. They become "permanent credits" once you have completed the relevant academic program. Once a credit is permanent, it may be used to meet requirements in other programs as appropriate without a time limit.

The 5-year rule applies to all designations offered by The American College (including the LUTCF and FSS), all advanced degrees, The College's educational component of the CFP® Certification program, the AEP and certificate programs. We'll refer to all of these as "programs of study" in the information below. Courses not designed to be part of an academic program, such as CE courses, are excluded. The Registrar of The American College makes all final determinations on programs that fall under the 5-year rule.

Textbook Revisions

Textbooks are regularly revised to reflect recent tax code changes, new legislation, and industry trends so that you can stay current. Revised textbooks are shipped to students on the first day of the month of your selected testing quarter. Textbooks that are not under revision are shipped as soon as the registration is processed. Please contact a Professional Education counsellor if you have questions about textbook revisions.

Using Your Designation

The American College awards designations and degrees monthly. You are eligible to start using your designation or degree, upon approval, during the second month that follows the date you passed your final examination. Your designation application must be submitted by the 15th of the previous month. For example, if you passed your last examination in January and submit your application by February 15, you may begin to use your designation on March 1.

In addition to the academic requirements, you must satisfy the qualifying business experience and ethical requirements, which the Registrar's Office verifies from the information contained in a completed designation application. Applications should be returned as soon as possible to avoid potential delays in award. Diplomas are distributed to students approximately six to eight weeks after the date on which they are eligible to use their designations.

HS Courses: Students have up to one year from the term or calendar quarter of their original registration to pay \$160 to reschedule and take their final exam. Full fee registration is required after this date.

Examination

Examinations would be held at approved test centres. The cost of the examination is included in the course fee. Please see below the test centres nearest to your membership:-

<u>Test Center</u>	<u>City</u>	<u>Country</u>
H. Lavity Stoutt Community College	Road Town, Tortola	Virgin Islands, British
Pearson Professional Centers-St. Thomas VI	St Thomas	Virgin Islands, US
GENESIS Training Systems	St. Michael	Barbados

<u>Test Center</u>	<u>City</u>	<u>Country</u>
Computer Knowledge Centre	Bridgetown	Barbados
BIMAP Training Centre	St. Michael	Barbados
National Institute of Technology	Kingstown	St. Vincent and Grenadines
University Management Limited	Belize	Belize
Caribbean Institute of Technology	St James	Jamaica
Mona School of Business	Kingston 7	Jamaica
Infoserv Institute of Technology	Kingston	Jamaica
School of Business and Computer Science	Champs Fleurs	Trinidad and Tobago
Micro Corporate Training Ltd	Arima	Trinidad and Tobago
Caribbean Tech Trendz Limited	Gasparillo	Trinidad and Tobago
Bordercom International	San Fernando	Trinidad and Tobago

NO-SHOW/LATE Arrival /LATE CANCELLATION EXAM CENTER FEE

A fee of \$100 will be charged:

- If you do not appear for your exam; OR
- If you arrive more than 15 minutes late to your exam; OR
- If you do not cancel your exam appointment by 7 p.m. Central Time on the business day prior to your scheduled exam. (See page 69 for more information on “Cancelling and Rescheduling Your Exam.”)

No waivers are permitted.

REFUND POLICY

All refund requests should be e-mailed to caraiifa@cwjamaica.com. The related refund policies are as follows:

Admission and Shipping Fees for all programs are NOT REFUNDABLE

HS Courses: The College will refund course tuition less a **\$200** cancellation fee if a written request is received by 30 days into the quarter or term for which the student is registered. After this date, no refund will be issued.