



# Graduate Certificate in Financial Planning

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### Career and Management Studies

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 Web: <http://www.mcgill.ca/conted-cms>

**Improve**  
 your career  
 prospects

The full details of the program, admission requirements, and admission procedures summarized in this document can be found in the Centre for Continuing Education's current course calendar. If there are any discrepancies between the course calendar and this summary, the information in the course calendar takes precedence in all cases. McGill University reserves the right to change this information at any time.

## **Prepare for a Career in Financial Planning at McGill**

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The Graduate Certificate in Financial Planning program seeks to develop the full range of professional competencies that professional financial planners need in today's job market. The new program is designed to foster a student's ability to analyze, integrate and synthesize information in a variety of fields, including professional ethics and integrity, financial planning, insurance, marketing and taxation.

### **What is the Graduate Certificate in Financial Planning Program?**

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The Graduate Certificate in Financial Planning seeks to develop the already acquired finance competencies to analyze, integrate and synthesize information in a variety of fields, including professional ethics and integrity, financial planning, insurance, marketing and taxation. Emphasis is placed on utilizing practical techniques which represent the wide range of businesses, public organizations, banks and insurance companies in which professional financial planners pursue their professional careers. Students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a Bachelor's Degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years academic studies and a Diploma in Finance, or a Bachelor's Degree in any discipline and a Certificate in Finance with a minimum of CGPA of 3.0 out of 4.0.

## The Program

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The Graduate Certificate in Financial Planning program is a 15 credit program which consists of five required three-credit courses.

Classes are offered once a week for 13 weeks and are generally from 6 p.m. to 9 p.m. Courses can be taken in the Fall, Winter, Spring and Summer sessions. Classes in the Spring and Summer sessions may be given in less than 13 weeks. Not all courses are offered every semester.

**Note:** There is one external prerequisite course to the program, CCTX 511 Taxation 1, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission. Prerequisite courses are not included in the total credit requirements for the program.

The certificate's program requirements are:

**5 Required courses (15 credits):**

CCTX 532 Taxation 2

CCLW 511 Law 1

CEN2 505 Product Commercialization

CFIN 501 Retirement, Estate and Tax Planning

CPD2 505 Risk Management and Insurance

Note: All courses are three (3) credits unless otherwise stated.

**IMPORTANT NOTE:**

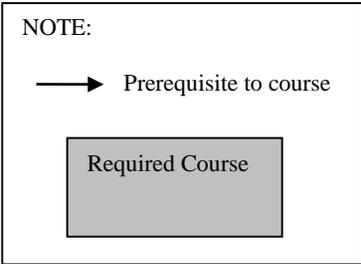
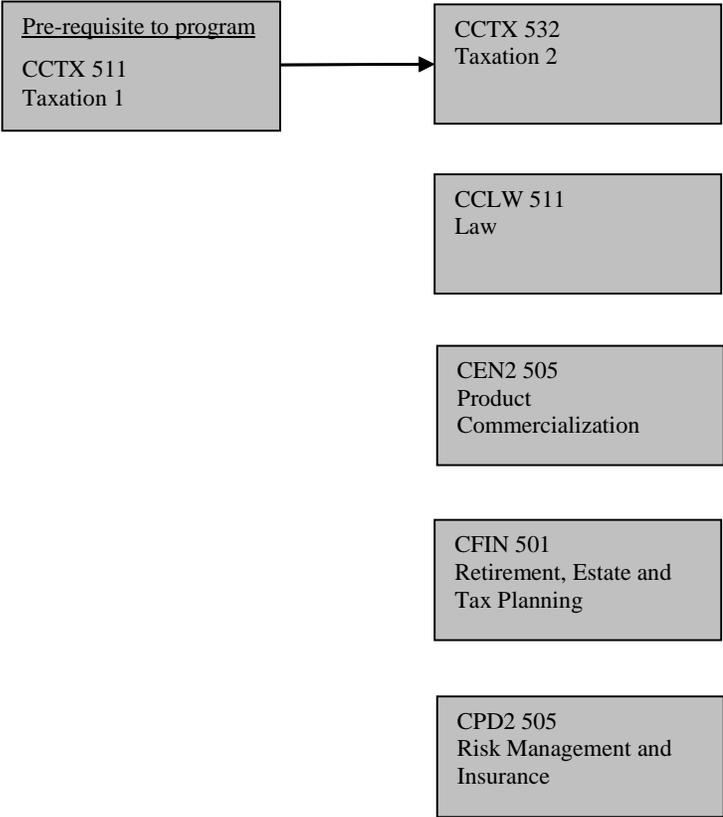
This program is EFFECTIVE as of Fall 2012.

If you were admitted prior to Fall 2012, please follow the study plan which you were provided with at the time of your admission.

# Course Sequence

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## Graduate Certificate in Financial Planning



Leads towards professional designation of Financial Planner issued by IQPF.

## Course Descriptions

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### **CCLW 511 Law 1**

**(3 credits)**

Pre-requisites: None

Sources and administration of law; the Canadian Constitution and the division of powers; the Quebec Civil Code, comprising the law of persons, the law of property, obligations, contracts, sale, lease and hire, mandate, suretyship, hypothecs and prescription.

### **CCTX 511 Taxation 1**

**(3 credits)**

Pre-requisites: CACC 521

Basic principles of tax law; residence, meaning and computation of taxable income; computation of personal tax; foreign tax credits; capital gains; partnerships; trusts; administration and enforcement; case decisions; Revenue Department bulletins, circulars and rulings; appeals.

### **CCTX 532 Taxation 2**

**(3 credits)**

Pre-requisite: CCTX 511

The theory, techniques and considerations in federal corporate taxation will be analyzed. Federal sales tax; provincial sales tax and current issues in taxation will also be discussed.

### **CEN2 505 Product Commercialization**

**(3 credits)**

Pre-requisites: None

Sales preparation, techniques, approaches and management will be presented as well as product or service validation through prospecting, initial meetings with clients, closing and follow up. Customer satisfaction will be emphasized.

### **CFIN 501 Retirement, Estate and Tax Planning**

**(3 credits)**

Pre-requisite: None

The objective of this course is to discuss the various elements in the retirement planning process such as pension planning instruments, public and private pension plans, insurance, income tax, estate planning, and wills.

### **CPD2 505 Risk Management and Insurance**

**(3 credits)**

Pre-requisite: None

This course explores the fundamentals of risk management and covers the theory and practices of insurance, policy construction and interpretation for major classes of commercial and personal insurance and emphasizes the importance of decision-making criteria in selecting among various alternatives available.

## Admission Requirements

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To be admitted to the Graduate Certificate in Financial Planning, students must meet both the academic and language requirements of the program.

### Academic Requirements:

1. Students must hold a Bachelor of Commerce degree (Finance), as approved by the Graduate Studies and Postdoctoral Studies Office with a minimum cumulative grade point average (CGPA) of 3.0/4.0 or a CGPA of 3.2/4.0 for the last two full-time academic years,
2. Or a Bachelor's Degree in any other discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and, a Diploma in Finance or a Diploma in Applied Finance,
3. Or a Bachelor's degree in any discipline and, a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0,
4. If your CGPA is lower than the above requirement, please submit the following for consideration with your application, official transcript.
  - a. **Letter of Intent:** A letter, 1 to 2 pages in length single-spaced, written in English or French, which addresses the following:
    - basis for interest in the program;
    - your knowledge that would be pertinent to the program;
    - your interest in the field of study and the reasons for applying to our program
    - plans for integrating the training into your current or future career;
    - a description of your professional experience and its relevance, if applicable, to the program
    - awards received or other contributions;
    - any additional information relevant to your application.
  - b. **Curriculum Vitae**
  - c. **Two Letters of Reference:** At least one should be from a current or former employer.
  - d. **GMAT and/or GRE Test Score Results (optional):** Submit a copy of the official test score results.

# Admissions Procedures

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## How to APPLY to the *Graduate Certificate in Financial Planning*?

Please follow the steps below:

### STEP 1:

- Go to <http://www.mcgill.ca/continuingstudies/>  
Click on “Apply”  
Click on “Graduate Programs”

### STEP 2:

**Verify** on the “**Apply for Admission to a Program**” page, the “Application Deadlines” for Canadian/Permanent Residents or International Students to ensure that you submit your application before the term deadline.

### STEP 3:

- **Review your Admission Requirements:** Once you have checked your application against all the requirements, you will be ready to apply to the program.
- Before you proceed you will need:  
A valid **email address** and a **credit card** (Visa, MasterCard or American Express).

### STEP 4:

- Once you are ready to apply online:  
Click on “**Click here now**” to bring you to the Application for Admission page.
- Click on the red bold “**Apply Now**” on the Application for Admission page.  
(Do **not** apply through “uApply” link).
- Fill in the login information on the “Admissions Login” page and the Biographical Information.
- On the “Apply for Admission” page, fill in the information requested.  
NOTE: When asked: “What are you applying for at McGill”, click on “Continuing Studies”
- Select the program you are applying to on the “Program Choice Selection” page.
- Continue to fill in the remainder of the application. (All sections to be completed are indicated in the textbox on the left hand side of the screen).

### STEP 5:

- Once you have applied online, you will receive a confirmation email providing you with a McGill ID number and a 6-character **PIN (Personal Identification Number)**.
- You will need to use this information to **log into MINERVA** ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) (McGill’s web-based information system for students) so that you can upload documents required for admission and follow-up on your status of your application.

#### STEP 6:

- Once your application has been received and you have access to your Minerva account, you will be able to **upload your supporting documentation**, including a copy of transcripts. (A copy of your transcript with confirmation of degree awarded and date of graduation).
- Uploading your documents will speed up your application process and is strongly recommended.
- For instructions on how to proceed, please go to: [www.mcgill.ca/applying/submitting-your-documents/uploadingdocuments/](http://www.mcgill.ca/applying/submitting-your-documents/uploadingdocuments/)

(If you are unable to upload the documents, you can send them by regular mail or bring them in person to our Client Services office at the address above).

#### STEP 7:

- **Sending official transcripts: All transcripts received via the upload process are considered unofficial.** If transcripts are required for your application, you will also need to have any official transcripts sent directly to the School by mail, in a sealed envelope by the educational institution(s) where you studied.

#### What is an Official Transcript?

If you have studied at an institution:

- In Canada or the United States – you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
  - Outside of Canada or the United States, - you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
  - **Note:** In cases where the language of instruction at the institution is not English or French, you must also send an official translation of the official transcript certified by a representative from the **Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ - <http://ottiaq.org/>)**.
- You need to request **official transcripts** as soon as possible once your application has been submitted to the School of Continuing Studies. Your Educational Institution must then mail these directly to the appropriate office below:

#### Client Services c/o Admissions

McGill University – School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal, QC  
Canada, H3A 3R1

- **Important:** You must make sure you apply by the application deadline. However, if you have any outstanding supporting documents at the time of your application, you may upload them as they become available or forward them directly to the School of Continuing Studies as soon as possible. Your admission application will only be completed once the School has received all of the required documents.
- **Note:** All required documents received by McGill University School of Continuing Studies become the property of the university. Official documents and/or transcripts will not be returned to the applicant.
- **Note:** Transcripts received by McGill University's School of Continuing Studies cannot be transferred to any other department or program as it would constitute submitting a new application. Therefore, you must submit a new sealed envelope of your official transcripts for each application made to McGill University's School of Continuing Studies.

## Language Requirements

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- The **language of instruction** for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course.
- Applicants must demonstrate an adequate level of **proficiency in English prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program.
- In all cases, the University reserves the right to require **proof of English** proficiency if it is deemed necessary. For additional information, please click on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/academic-policies/language-policy>

## Exemption by Examination

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Students admitted to a Certificate, Graduate Certificate or Diploma program requiring a pre-requisite or co-requisite course, must provide proof that they have taken an equivalent 3 credit course, at the appropriate level elsewhere or successfully completed the Exemption by Examination test. Otherwise the student must register for the course.

- Please note that the Exemption by Examination test is **not applicable to required or complementary course(s)** within a program.
- You cannot take the Exemption by Examination test if you have already attempted the course (a grade of W is considered as have attempted the course).
- If you are unsuccessful in the Exemption by Examination test(s) you will not be permitted to repeat the test(s) and must instead enroll in the course(s) for which the particular test(s) was taken.

**You must be admitted into a program or have applied to a program to be eligible to write the Exemption by Examination test.** (The test is optional).

For more information on how to obtain a course exemption by means of a challenge exam, please consult the Exemption by Examination form available on our website at:

<http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination>

## **Student Awards and Financial Aid**

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Note: The amount and number of McGill University's School of Continuing Studies Bursaries, Scholarships, and Graduating Prizes issued varies from year to year, depending on funds received and their specifications.

### **McGill University's School of Continuing Studies Bursaries**

The School of Continuing Studies will post the application form and eligibility requirements for the active term on its website. Please refer to link below for further information.

<http://www.mcgill.ca/continuingstudies/current-students/fees/student-awards-and-financial-aid>

### **McGill University's School of Continuing Studies Scholarships**

For a list of McGill Scholarships, please consult the McGill School of Continuing Studies website by clicking on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/fees/student-awards-and-financial-aid>

### **McGill University's School of Continuing Studies Graduating Prizes**

For a list of McGill SCS Graduating Prizes, please consult the McGill School of Continuing Studies website by clicking on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/graduating-students/awards>