



# Corporate Training Registration

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## PERSONAL INFORMATION

Mr	Ms	Last Name	Previous Last Name
Mrs	Miss		
First Name		Initial	Student Number
Date of Birth (yy/mm/dd)		Social Insurance Number	
Address			City
Province	Postal Code	Home Phone Number	
Business Phone Number		Email Address	

## COURSE SELECTION

Course Code	Course Name	Start Date	Fee	Campus

## PAYMENT INFORMATION

<input type="checkbox"/> Interac	<input type="checkbox"/> VISA	Card Number	Expiry Date	Signature
<input type="checkbox"/> Cash	<input type="checkbox"/> MasterCard			
<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	Cardholder Name	<b>Fees must be paid in full at the time of registration.</b> Please make cheque or money orders payable to Canadore College. We do not accept post-dated cheques.	

**Do not include credit card information when registering by email or fax. We will contact you.**

## INVOICING INFORMATION

An authorization letter is required in order to invoice a third party. Please provide the letter at the time of registration.

## CONDITIONS OF REGISTRATION

1. Fees must be paid in full at the time of registration.
2. Registrants may be required to present evidence of meeting college and/or subject admission requirements.
3. The college reserves the right to modify, re-schedule, combine or cancel subjects.

## WITHDRAWAL & REFUND

1. To withdraw notify the Industry Liaison Office
2. A full refund (less \$15 administration fee) will be issued only for withdrawal requests made two weeks (10 business days) prior to the course start date.
3. A 75 % refund will be issued for withdrawal requests made at least one week (5 business days) prior to the course start date.
4. If a student withdraws less than one full week (5 business days) prior to the course start date no refund will be issued, (any exception due to extenuating circumstances will be at the discretion of the College).

## FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The information on this form is collected under the authority of the Colleges and Universities Act R.S.O. 1980, C.272, S5: R.R.O. 1980, REG 640. The information is used for the administrative and statistical purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada. For further information contact the College's Registrar.