

REGISTRATION FORM

PROFESSIONAL DEVELOPMENT WORKSHOPS 2006-2007



STEP 1 WORKSHOP TITLE

Workshop _____ Date(s) _____

STEP 2 PARTICIPANT INFORMATION

Please complete this section in full. Print clearly.

Last Name _____ Previous Last Name _____

First Name and Middle Name _____

Company/Organization _____ Title _____

Work Address _____

City _____ Province _____ Postal Code _____

Tel (w) _____ Tel (h) (for emergency purposes only) _____

Home Address _____

City _____ Province _____ Postal Code _____

Email _____ Fax _____

Have you ever taken a UNB course? Yes No Student ID # _____ Social Insurance Number _____

If no, please provide your Date of Birth to ensure the creation of a unique student record. Date of Birth (DD/MM/YY) _____

The College of Extended Learning is committed to protecting the personal information of our participants. The information collected on this application form will be used solely by the College of Extended Learning to: (1) create or update your permanent student record; and (2) assist us in the development and/or marketing of future courses. Do you agree to the collection and use of this information? YES NO Please initial: _____

STEP 3 10% PROFESSIONAL DEVELOPMENT WORKSHOPS GROUP RATE*

Are you taking advantage of our Group Rates? YES NO (*Available for Professional Development Workshops ONLY*)

*For 3 or more registrations from the same company that are submitted together for the same workshop. Separate registration forms required for each person.

STEP 4 PAYMENT METHOD

Full registration payment is due in advance of workshop start date to complete the registration process. Please indicate your method of payment. Print clearly.

Cheque payable to University of New Brunswick Money Order payable to University of New Brunswick

Purchase Order # _____ (please attach PO form)

Invoice (UNB requires an official purchase order or a letter of authorization on company letterhead that must accompany the registration)

Visa American Express Master Card Card # _____

CARDHOLDER NAME _____ EXPIRY DATE (MM/YY) _____

SIGNATURE _____ TOTAL AMOUNT _____

WITHDRAWAL/REFUND POLICY

Participants wishing to withdraw from a workshop must do so in person or in writing to UNB's College of Extended Learning. A 100% refund of the tuition fee less a \$50 administration fee will be issued if requested 15 days prior to the start of the workshop. The tuition fee is payable and non-refundable 14 days prior to the start of the workshop. Participant substitutions may be made at any point prior to the start date of the workshop.

For workshops that require advance readings and/or assessment preparation, payment must be received before material can be sent to you. Cost for non-returned resource materials and/or completed assessment tools are non-refundable. Participant substitution or refund is not possible beyond 30 days prior to the start date of these workshops.

The University reserves the right to cancel any workshop due to insufficient registration.

HOW TO REGISTER

MAIL College of Extended Learning
University of New Brunswick
P. O. Box 4400, 6 Duffie Drive
Fredericton, NB
E3B 5A3

FAX 506 453-3572

CALL 506 458-7619

