



REGISTRATION & FINANCIAL POLICIES

THE CENTRE OFFERS 4 EASY WAYS TO REGISTER:

BY FAX

Complete the registration form (page 2) and fax it back to The Centre at 905-634-2775. Payment may be made using VISA or MasterCard only.

BY MAIL

Complete the registration form (page 2) and mail it to **860 Harrington Court, Burlington, ON L7N 3N4**

Payment may be made using cheque, money order, VISA or MasterCard.

Cheques or money orders should be made payable to **Fastrack: Centre for Skills Development & Training**

IN PERSON

To register in person, visit our Burlington location at **860 Harrington Court** located just off of Harvester Rd. between Walkers and Guelph Lines. Payment may be made using cash, cheque, money order, VISA, MasterCard or Interac, Monday-Friday 8:30 am-5 pm.

BY TELEPHONE

To register by telephone, call 905-333-3499 x 128, Monday to Friday from 8:30 am-3:30 pm. Payment may be made using VISA or MasterCard only.

Course fees

Course fees are listed with the individual course description. All fees must be paid at the time of registration. NSF (Not Sufficient Funds) cheques will be charged a \$35 handling fee.

Confirmation of Enrollment/Cancellations

Confirmations of enrollment will **NOT** be provided. Courses with insufficient enrollment will be cancelled prior to the scheduled start date of the course. It is recommended that you register at least one week prior to the scheduled start date to avoid disappointment. If your course is being cancelled, you **will** be telephoned by The Centre.

Substitutions

The Centre reserves the right to substitute instructors without notice, if required.

Receipts

Part-time program receipts will be distributed by instructors during the first class.

Unscheduled Closings

Unscheduled closings due to inclement weather will be consistent with those of the Halton District School Board. Please listen to your local radio station for notification. Cancelled classes will be rescheduled by the instructor.

Refunds: Part-Time Courses

Refund requests must be submitted to The Centre, in writing, no later than three business days from the start of the class in order to be eligible for a full refund. Refund requests received between the three days prior to the start of the first class and before the start of the second class will be subject to a \$40 administrative fee, plus any fees for books.

Refunds for one day courses/workshops will not be granted unless the request is received, in writing, no later than three business days prior to the start of class.

Full refunds will be granted for all classes cancelled by The Centre. Please allow between 4-6 weeks for processing of all refund requests.

Parking

Free parking is available at all locations, on a first-come, first-served basis.

Scented Products and Smoking

The Centre is committed to providing an environment with limited exposure to scented products. Employees and clients are encouraged to be sensitive to the needs of others and to work together to create a scent-free environment. Smoking is not permitted inside any Centre facility; please smoke only in designated smoking areas.

Certificates

Students enrolled in certificate courses or programs will be awarded their certificates upon successful completion of the course or program.

REGISTRATION

FORM

GENERAL INFORMATION

1. Please photocopy and submit a separate form if registering for additional courses.
2. Please read the Registration & Financial Policies.
3. Your registration will **NOT** be confirmed, nor will you be contacted **UNLESS** the course is cancelled.

ACKNOWLEDGEMENT

I have read and understand The Centre's Registration & Financial Policies, and agree to the terms as outlined.

Signed

Date

PERSONAL INFORMATION

Please Print

Mr. Ms.

First Name

Last Name

Street Address

Apt #

City

Province

Postal Code

() () ()
Home Phone Business Phone Fax E-Mail Address

COURSE INFORMATION

Course Code Location Start Date (D/M/Y) Course Name Fee (includes HST)

Alternate (in the event that your course does not receive the minimum required enrollment)

Course Code Location Start Date (D/M/Y) Course Name Fee (includes HST)

PAYMENT INFORMATION

VISA MasterCard Cheque/Money Order Interac (in person only) Cash (in person only)

*Cheques/Money Orders to be made payable to **Fastrack: The Centre for Skills Development & Training***

If paying by Credit Card, please complete the following:

Cardholder First Name

Cardholder Last Name

Card Number

Expiry Date

Signed

Date

Tel: 905-333-3499 | 1-888-315-5521

Fax: 905-634-2775 (Credit Card Only)

Return to: The Centre for Skills Development & Training
860 Harrington Court, Burlington, ON L7N 3N4

