

Registration Form



EXECUTIVE & PROFESSIONAL
DEVELOPMENT
CONTINUING EDUCATION

STEP 1: CERTIFICATE PROGRAM REGISTRATION

If you are registering for a certificate program, please list the certificate title and proceed to Step 2 to list the required and elective seminars.

Certificate _____
Pre-requisite (if applicable) _____ Dates _____

STEP 2: SEMINAR PROGRAM REGISTRATION

Please list your seminar(s) and dates. Print clearly.

1 _____ Dates _____
2 _____ Dates _____
3 _____ Dates _____
4 _____ Dates _____
5 _____ Dates _____
6 _____ Dates _____

STEP 3: PARTICIPANT REGISTRATION INFORMATION

Please complete this section in full. Your name will appear on your certificate as printed. Print clearly.

Mr. Ms. First Name _____ Last Name _____
Department _____ Title _____
Company/Organization _____
 Work Address OR Home Address _____
City _____ Province _____ Postal Code _____
Tel (work) _____ Tel (cell) _____ (Home — emergency only) _____
E-mail _____ Fax _____
How would you like to receive notification of upcoming programs and events? Email Mail

STEP 4: 10% GROUP DISCOUNT*

Do you qualify for our group discount? YES NO

* For 3 or more from the same company registering for the same program offering. Each registrant must complete a form. **All forms must be submitted together** and provide names of accompanying registrations: _____

STEP 5: PAYMENT METHOD

Payment is due in advance of the program start date. Please indicate your method of payment. Print clearly.

Credit Card

Visa Mastercard Amex

Card# _____

Exp _____

Tel (work) _____

Cardholder Name (please print clearly)

Cardholder Signature

Invoice My Company

Attention _____

E-mail _____

Tel (work) _____

Fax _____

Invoice/Receipt Address _____

Authorizing Manager

Title _____

PO# _____

Promotion code if applicable _____

If paying by cheque, please make payable to Saint Mary's University Executive and Professional Development (1800 Argyle St., Suite 801, Halifax, NS B3J 3N8)

Visit trainatsmu.ca for full PAYMENT, CANCELLATION, TRANSFER AND SUBSTITUTION POLICIES