



# Short Course Registration Form

PLEASE PRINT CLEARLY

DB: <input type="checkbox"/>
office use only

Course title:	
Course date:	
First name:	Last name:
Centre/Organization (if applic.):	
Address:	Postal code:
Email:	
Phone: (        )	Fax: (        )
<b>Method of payment</b> (submit one form per participant per course):  <input type="checkbox"/> VISA (only credit card accepted)                      Auth # _____ (office use only)  Card number: _____ / _____                      Expiry ____ / ____ Cardholder's name: _____  <input type="checkbox"/> Cheque or money order                      Cheque # _____ (office use only) Make payable to Westcoast CCRC. (NSF cheques will incur a \$20 charge.)  Payment Amount: \$ _____	

<b>Ways to Register:</b>  1. Fax in registration form with VISA info to 604-709-5662. 2. Mail in registration form and payment (Cheque or Visa). Mail Attention to: "Training Registration". 3. Phone in (with VISA info) to 604-709-5661. 4. Drop in to the Westcoast office with registration form and payment. In person, you can also pay by Cash or Debit.	<b>Cancellation Policy:</b>  1. Refunds for cancellations are only given when we receive <u>more than</u> 7 business days notice. 2. All refunds are subject to a \$25.00 Administration Fee. 3. Westcoast may cancel a course at any time. Registrants will be notified and 100% of fees refunded.
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**Please note:**

1. Payment must be made at time of registration in order to confirm your seat.
2. Certificates of participation and receipts will be provided at the end of the course.
3. You must attend the full course to receive a certificate. Workshop doors close after 30 min. in respect to the presenter and participants.
4. There is a \$15 fee to replace a missing certificate.
5. We are unable to accommodate children during course time.

Enrollment is limited please register early to avoid disappointment.