



Workshop Registration Form

PLEASE PRINT CLEARLY

DB:
office use only

Workshop title:	
Workshop date:	
First name:	Last name:
Centre/Organization (if applicable):	
Address:	Postal code:
Email:	
Phone: ()	Fax: ()
Method of payment (submit one form per participant per workshop):	
<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: \$ _____	

<p>Ways to Register:</p> <ol style="list-style-type: none"> 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. 	<p>Cancellation Policy:</p> <ol style="list-style-type: none"> 1. Refunds for cancellations are only given when we receive <u>more than</u> 3 business days notice. 2. All refunds are subject to a \$10.00 Administration Fee. 3. Westcoast may cancel a workshop 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 workshop.
3. You must stay for the full workshop to receive a certificate. Workshop doors close after 15 minutes of the start time in respect to the presenter and participants. Such latecomers will not be admitted and will not receive a certificate.
4. There is a \$15 fee to replace a missing certificate.
5. We are unable to accommodate children during workshop time.

Enrolment is limited please register early to avoid disappointment.