

Registration Form

September 2007 – June 2008



SAINT MARY'S
UNIVERSITY SINCE 1802

One University. One World. Yours.

EXECUTIVE &
PROFESSIONAL
DEVELOPMENT

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 courses.

Certificate: _____

STEP 2: SEMINAR PROGRAM REGISTRATION

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

Program 1 _____	Dates _____
Program 2 _____	Dates _____
Program 3 _____	Dates _____
Program 4 _____	Dates _____
Program 5 _____	Dates _____
Program 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) (for emergency only) _____

E-mail _____ Fax _____

Would you like to receive e-mail notification of upcoming programs and events? YES NO

STEP 4: 10% GROUP DISCOUNT*

Are you taking advantage of our group discount? YES NO

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

STEP 5: CAMPUS PARKING – SOBEY BUILDING PROGRAMS ONLY (Daily parking is not available for World Trade Centre Programs)

Do you require parking for Sobeys Building Programs? YES NO

Number of parking days required _____ (\$10/day + HST). Please refer to page 73 for complete parking details.

STEP 6: 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# _____

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)

PAYMENT, CANCELLATION AND SUBSTITUTION POLICIES - Please refer to page 73 for complete details.

Register online at <http://epd.smu.ca> or fax this form to 420.5284 or 1.866.511.7111

Important Information on Registration and Programs

Payment Policy

- Payment is due in advance of the program start date. If your program requires advance readings/preparation, payment must be received before your material can be sent to you.
- Fees/dates are listed on each program page.
- Fees include program material and a certificate of completion.
- Daytime programs include refreshment breaks and lunches. Evening programs include refreshment breaks only. If you have any food allergies/dietary requirements, please provide notification with your registration. A substitute lunch will be provided.
- Fees and facilitators are subject to change.

Cancellation and Substitution Policy

- Cancellations received a minimum of 2 weeks in advance of the program start date will receive a full refund.
- Late cancellations (less than 2 weeks) for Saint Mary's University programs will be subject to a 15% administration fee.
- Late cancellations (less than 2 weeks) for joint seminars and certificate programs with York University, Canadian Professional Sales Association, and the Canadian Payroll Association are subject to program-specific administration fees. Please see the individual program brochure, visit <http://epd.smu.ca>, or call 420.5638 or 1.800.877.0874 for cancellation and substitution policy details.
- Non-attendance will incur the full program fee.
- Candidates may be substituted if notice is provided in advance of the program start date.
- Saint Mary's University reserves the right to re-schedule or cancel programs due to insufficient registrations. In such circumstances, 2 weeks notice will be provided to program participants.

Saint Mary's University's liability is limited to reimbursement of paid program fees.

Check In Procedure

Please arrive 30 minutes prior to the start of your program. Proceed directly to the learning facility and check in with the Program Service Representative, who will provide you with your program material and direct you to your classroom.

Certificate of Completion

Your certificate of completion will be awarded at the end of the program.

Locations and Parking

Saint Mary's University at the World Trade Centre
8th Floor, 1800 Argyle Street, Halifax, Nova Scotia

PARKING: Daily parking is not available at Saint Mary's University at the World Trade Centre. Parking is available at various downtown locations including: the Prince George Hotel (1725 Market Street) and Scotia Square (2000 Barrington Street).

Saint Mary's University Campus – Sobey Building
4th Floor, Sobey Building, 903 Robie Street, Halifax, Nova Scotia

PARKING: Daily parking (valid from 8 am to 5pm) is available at Saint Mary's University Campus for a fee of \$10/day + HST. Permits are not required for evenings or Saturdays. Your permit and parking map will be provided upon registration. Parking fees are non-refundable.

Hotel Accommodations

We recommend the **Prince George Hotel**, 1725 Market Street, Halifax, Nova Scotia for reservations call 425-1986 or 1-800-565-1567. Ask for the Saint Mary's University Executive and Professional Development preferred customer rate.

Certificate and Group Discounts

- Register for a certificate and receive a discount off the regular price of your last seminar in the certificate. See certificate program pages for details.
- A 10% group discount is available for 3 or more registrations from the same company that are submitted together for the same program. Separate registration forms are required for each person.

Enrollment is Limited
REGISTER TODAY Three Easy Ways!

ONLINE <http://epd.smu.ca>

FAX 420.5284 or 1.866.511.7111

MAIL

Saint Mary's University
Executive & Professional Development
1800 Argyle Street, Suite 801
Halifax NS Canada B3J 3N8

For more information call
420.5638 or 1.800.877.0874