

Registration Form

Continuing Education Courses

Personal Information

Title (Mr./Ms./Dr) _____ first name _____

Surname _____

Previous Surname _____

Student ID _____ D.O.B _____

Home Address _____

City _____ Postal Code _____

Province _____ Country _____

Company Name _____

Effective 2019, Canada Revenue Agency (CRA) requires all designated educational institutions in Canada to file T2202 Tuition and Enrolment Certificates forms with the CRA. Subsection 237(1) of the Income Tax Act requires that you provide your SIN, upon request, to the preparer of the tax information slip. In order to meet this federal requirement, you must submit your SIN below:

SIN _____

Telephone Number Day _____ Evening _____ Cell _____

Please update my address in the student information database yes _____ no _____ e-mail: _____

Course Information

Course Code	Section	Title	Date course is offered	Course Fee
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PAYMENT METHOD

- Visa
 Mastercard
 Purchase order (please attach)
 Certified Cheque or money order*
 Cash/Debit (in person only)

Credit Card number _____ expiry Date _____

Cardholder's signature _____

**We do not accept personal cheques. Please make certified cheques payable to The Michener Institute.*

For Office Use Only:

Status Appointee Yes _____ Michener alumnus Yes Staff Other: _____

HOW DID YOU HEAR ABOUT US?

Michener website
 Colleague/friend
 Advertising

- Hospital news
- Poster or flyer
- Continuing education Catalogue
- Conference/Career fair (please specify) _____

 Magazine (please specify) _____
 External website (please specify) _____
 Other (please specify) _____
 Other (please specify) _____

How to Use This Form

Use this form to register for any continuing education course – live, by distance or online

Please do **not** use this form to apply to professional programs.

A separate form is available at www.michener.ca/admissions/directly_to_michener

Personal information

Please complete the personal information section using your **home address** as we will use this information to mail your receipt and any course materials as well as to contact you in case of course changes or cancellations.

Course information

Tell us which course(s) you'd like to take. Remember to **include** the entire **course code**, including the **section number**, where applicable (the number after the dash, e.g. rs810-2). Sections are used when courses are offered on different dates or to different customer groups.

Payment method

Total your course tuition and tell us how you wish to pay. We accept Visa & MasterCard, Certified Cheques and money orders (payable to the Michener Institute), Purchase orders and Ce Credits. You may also pay by Cash or Debit Card if you register in person during business hours.

Send it in!

We'll gladly take your registration by fax, telephone, mail or in person during business hours (Mon. – Fri. 0900 –1700h). *Please note that we cannot reserve a space for you until we receive payment, and courses are filled on a first-come, first-served basis.*

***Note:** Space is limited and registrations are accepted on a first-come, first-served basis. Late registrations are not guaranteed notification of course changes or cancellations. We reserve the right to make changes to program availability, schedules and requirements. We reserve the right to correct any typographical or printing errors. We treat your personal information with respect and do not rent, sell or trade mailing lists. We may contact you about your course registration and to keep you informed of other events at The Michener Institute.*

Call (416) 596-3177 or

Tollfree 1-800-387-9066

Fax (416) 596-3180

Email regoffice@michener.ca

The Michener institute

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www.michener.ca/ce