



# Registration Form

## Continuing Education Courses

### Personal Information

Title (Mr./Ms./Dr) \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_

Previous Surname \_\_\_\_\_ Gender/M  F

Student ID \_\_\_\_\_ D.O.B. \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Province \_\_\_\_\_ Country \_\_\_\_\_

Company Name \_\_\_\_\_

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
- Continuing education Brochure
- 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](http://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](mailto:regoffice@michener.ca)**

**The Michener institute**

**222 St. Patrick St., Toronto, Ontario M5T 1V4**

**[www.michener.ca/ce](http://www.michener.ca/ce)**