

Continuing Education & Corporate Training



1201 Main St. SE, Slave Lake, AB, T0G 2A3, Toll free 1-866-652-3456, Phone 780-849-8623, Fax 780-849-8704

www.northernlakescollege.ca, work@northernlakescollege.ca

Your personal information is collected under the authority of the *Alberta Post Secondary Learning Act* and Section 33 (c) of the *Freedom of Information and Protection of Privacy Act (F.O.I.P.)* and is protected under the latter Act, Information on this form is used to determine your eligibility for program(s) or service(s), manage your enrollment, contact you after you leave, evaluate effectiveness of marketing, and generate statistics and reports. If you have any questions about the collection and use of this information, please contact the Continuing Education & Corporate Training Office at 780-849-8623.

Course Name(s)		Date(s)		Location(s)		
LEGAL Last Name		Middle Name	LEGAL First Name		Male	Jr.
					Female	Sr.
Mailing Address (home)		e-mail address (personal)			Birth date (mm-dd-yyyy)	
City	Province	Postal Code	Phone number	Cell number		
Company Name			Mailing Address (Company)			
City	Province	Postal Code	Company phone			
e-mail address (Company)				Company fax		

Consent to Release Information

By checking this box, I understand that I give Northern Lakes College the permission to send my certificate to my Employer/funding agencies.

I authorize Northern Lakes College to disclose relevant personal information to employers/funding agencies for the purpose of confirming my enrollment.

I agree to receive promotional emails from Northern Lakes College including any that relate to courses, programs, events or services that Northern Lakes College delivers or sponsors. You can withdraw consent at any time. For more information contact us at 1-866-652-3456, ext. 8623 or email us at work@northernlakescollege.ca

Signature

Date

Please Note:

Fee Payment: Payment is accepted by cash, personal cheque, or money order (payable to Northern Lakes College), Visa, MasterCard, American Express, Interact or company purchase order/authorization. You are considered registered for a course when your fees are fully paid. All course fees listed are per person, per course. Private offerings can be set up for your organization.

Withdrawals and Refunds: Your registration will be fully refunded when notice of withdrawal is given two working days before the course start date for regular courses OR 5 working days for Certificate Program courses (excluding MMP). If insufficient notice is given an invoice will be issued for full payment of the course. When you are unable to attend your course, you may arrange for someone to take your place. Note: For MMP Courses partial refunds for tuition fees are granted if the withdrawal is prior to 20% of the course length. The refund is 75% of the tuition fee. There are no refunds for textbooks/shipping costs.

Course Re-Scheduling/Cancellation: Northern Lakes College reserves the right to re-schedule/cancel a course that lacks sufficient registrations. In this event your registration fee will be refunded in full or applied to the re-scheduled course.

Live Online/Recorded Training: Access to high speed internet, microphone/speakers (preferably a head-set) are required.

For Office Use Only:

Method of Payment _____ Date of Payment _____
 Instructor/LF/AF: signature _____ Print name _____
 Student Association Business Manager: signature _____ Print name _____
 Regional Manager: signature _____ Print name _____
 Regional Manager coding: Project _____ Cost Centre _____ Account _____