AFOA CANADA
Building a Community of Professionals

AFOA Canada Winter 2018
Online Course Registration Form

CONTACT INFORMATION

Name: .....

Position: .....

Company: .....

Mailing Address: .....

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Phone: ( ) ..... Fax: ( ) .....

E-mail:

Course Fees*

Members ..... ❒ $575
Non-Member ..... ❒ $695

***Note**: Prices are per course and are applicable to GST/HST*

Member ID # _____

If your Indian band is GST/HST exempt and paying for your registration fee, please submit your band's exemption certificate with your registration form. If not, then GST/HST applies. AFOA Canada HST/GST number 883195927RT001.

Payment must be received prior to semester start date: February 5, 2018

❒ By selecting this box, the above noted course participant is consenting to receiving updates and promotions regarding the Association by mail and electronically (emails and newsletters) from AFOA Canada. You may withdraw your consent at any time.

Your signature is required as authorization of registration. Please sign and date below:

_____ _____
Signature **Date**

INDICATE METHOD OF PAYMENT

❒ **Cheque p**ayable to AFOA Canada Note: *NSF cheques will be subject to a $37.50 fee*

Credit Card (complete the following): ❒ VISA ❒ MasterCard ❒ AMEX

Credit Card No.: [_____] [_____] [_____] [_____] Expiry: [_____]/[_____]
mm yy

Name on Card: _____ Charge Amount: $_____

Cardholder Signature: _____

Online Learning

Scheduled (S) Course start date:
February 5, 2018
Independent (I): Any start date

CAPA Program

Choose Scheduled (S) or Independent (I) Only

S	I
❒ CAPA 1	❍ CAPA 1
❒ CAPA 4	❍ **CAPA 2***
❒ **CAPA 13***	❍ CAPA 4
	❍ CAPA 5
	❍ CAPA 6
	❍ CAPA 8
	❍ **CAPA 11***

*** Mandatory books required.**
Please visit our website for details.

Cancellation/Withdrawal Policy

- ***This policy does not apply for Independent (I) Study***
- Cancellations/Voluntary withdrawals should be sent in writing directly to AFOA Canada by Fax 613-722-3467 or email info@afoa.ca.
- Cancellations will be accepted without penalty until **February 9, 2018**.
- A $250 Voluntary Withdrawal fee (plus taxes) will apply for Voluntary Withdrawals received between **February 10, 2018 and February 16, 2018**.
- **No refund** for withdrawals after **February 16, 2018.**
- AFOA Canada reserves the right to cancel a course due to unforeseen circumstances. And, if there are fewer than 5 course registrants, the course will not be offered. In both cases, refunds can be issued. It is recommended that you take the independent online course if the registration requirements were not met.

Return Registration by:

- Fax to: (613) 722-3467
- Email to: info@afoa.ca or Mail a copy with your payment to:

AFOA Canada
1066 Somerset Street West, Suite 301
Ottawa, ON K1Y 4T3

Please contact AFOA Canada for any questions toll free at 1-866-722-2362.

November 8, 2017