



## Registration Form for IAP2 Foundations Program

NAME:  to appear on your certificate(s) POSITION:

ORGANIZATION:

MAILING ADDRESS:

CITY:  PROVINCE:  POSTAL CODE:

EMAIL ADDRESS:  PHONE:

PLEASE SPECIFY COURSE, LOCATION AND DATE:

### › Discounts for Foundations Program

PLEASE CHECK THE DISCOUNTS THAT APPLY TO YOU:

- 5% **FULL PROGRAM** (you are enrolling for all five days of Planning & Techniques)
- 5% **EARLY BIRD** (registration must be received more than 30 days before the course start date)
- 5% **THREE OR MORE FROM SAME ORGANIZATION** (registrations must be submitted at the same time)

TOTAL DISCOUNTS  OR PROMO CODE



### › Courses

PLEASE CHECK THE COURSE(S) YOU WILL BE TAKING:

- PLANNING** (prerequisite) three days \$1,395  **TECHNIQUES** two days \$930  **FULL PROGRAM** five days \$2,325

TOTAL  TOTAL DISCOUNT  TOTAL AFTER DISCOUNT

GST/HST (now calculate GST/HST on the total after discount and put GST/HST here) »

NOTE: Please calculate the applicable GST or HST for the province in which the course is being held.

If your organization is exempt from paying GST or HST, please provide the exemption #:

GRAND TOTAL

### › How to Pay

NOTE: You must provide a credit card number to reserve your training, regardless of payment option.

MASTERCARD  VISA CARD NUMBER      EXP. DATE

CARDHOLDER NAME  SIGNATURE

CARDHOLDER MAILING ADDRESS

CARDHOLDER EMAIL

NOTE: Credit charges on your statement will appear as Delaney and Associates Inc.

PURCHASE ORDER ATTACHED. PO NUMBER

### › The Details

**COURSE HOURS:** Courses begin at 8a.m. with coffee and classes begin at 8:30a.m. and end at 4:30p.m. Lunches are not provided. **COURSE VENUE:** Venue details will be provided with the course primer and on our website at [rmdelaney.com](http://rmdelaney.com). **CLASS SIZE:** Our courses have limited enrollment to ensure the most dynamic and practical learning opportunity possible. **CANCELLATION & SUBSTITUTIONS POLICY:** Cancellations received up to two weeks before the course are refundable, less a 10% service charge. After that, cancellations are subject to the entire course fee, which can be applied to future courses, within 12 months, less 10% service charge (i.e. 90% credit). Non-attendance, without cancellation, is subject to full payment. Substitutions may be made at anytime, subject to possible prerequisite courses. Please notify the course convenor of any substitutions. We reserve the right to reschedule or cancel a course within two weeks of a start date, due to insufficient registration. **PAYMENT:** Course registration is confirmed upon receipt of payment. Full payment is due two weeks prior to course commencement. **DISCOUNTS:** Changes to registration/attendance may require price adjustments.

COMPLETION OF THIS FORM IS YOUR CONSENT TO ALLOW DELANEY & ASSOCIATES INC. TO CONTACT YOU WITH INFORMATION PERTAINING TO THIS COURSE.

### › Submit your registration four easy ways:

EMAIL [valerie@rmdelaney.com](mailto:valerie@rmdelaney.com) CALL 613.837.5890 FAX 613.837.2806 MAIL 1735 Bellechasse Pl., Ottawa ON, K1C 6W4