



# Registration Form

Date: \_\_\_\_\_ Name: \_\_\_\_\_

School Division: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you attended an institute with us before? YES NO

Would you like to be notified via email of any upcoming institutes? YES NO

Please select the appropriate option:

Planning 180 Days with Penny Kittle

Early Bird Rate (Deadline December 31st, 2018).....\$367.50 (GST incl.) \_\_\_\_\_

General Registration (Deadline February 15th, 2019).....\$393.75 (GST incl.) \_\_\_\_\_

Refund Policy:

1. If the registrant is unable to attend for any reason, they may substitute, by arrangement with the registrar, someone else from the same institution/organization.
2. Where the registrant is unable to attend, and is not in a position to transfer his/her place to another person, then the following refund arrangements apply:
  - Registrations cancelled more than 60 days prior to event will be refunded 80% of fees.
  - Registrations cancelled less than 60 days, but more than 30 days prior to event will be refunded 50% of fees.
  - Registrations cancelled less than 30 days prior to the event are not eligible for a refund.

I have read and understand the refund policy. Signature: \_\_\_\_\_