

## REGISTRATION GUIDELINES

### To Register

Mail or fax the attached form to our office **or** call to register over the phone

### Registration Deadline

For us to adequately plan, we request registrations 14 days prior to the start of a class. Classes are expected to fill, however if we do not have the minimum numbers 14 days prior, the course(s) may be rescheduled or cancelled.

### Confirmation Letter

We ask each registrant to provide either an e-mail address or a fax number, as you will be receiving your confirmation letter and supporting information by one of these two ways. If an administrator in your office is submitting a registration, please ensure to pass along the confirmation package to the staff member who will be attending the training. **NO CONFIRMATION PACKAGES WILL BE SENT VIA REGULAR MAIL, UNLESS SPECIFICALLY ARRANGED WITH OUR OFFICE.**

### What to Bring

Upon receipt of registration and payment, you will receive a confirmation letter informing you of the directions, what's needed for the classes and accommodation options. If students do not own personal gear, we recommend attending the course before purchasing new equipment as we will have some gear available to borrow, however we do require that you bring your own P.P.E. (personal protective equipment)

### Eligibility

Participants must be at least the age of majority in the province that classes are being held

### Cancellation Policy

30 or more days in advance: Full refund

29-14 days advance: 50% cancel penalty

13-0 days in advance: 100% cancel penalty

no-shows: No refund.

### Course Retake Policy

A discounted priced of \$225 plus GST / 2 day module is available to any participant who wishes to retake a training module within 3 years after the first time they have taken it. Full price applies after 3 years. Only 3 repeat students will be allowed into each course delivery. First come – first served.

### Questions/Additional Info

Ph: 1-877-268-8733 or 403-556-1701 • E-mail: [nancy@arborcanada.com](mailto:nancy@arborcanada.com)

### ISA Continuing Education Credits

ISA Certified Arborists will receive 8 CEU's for each 1-day module, 16 CEU's for each 2-day module & 24 CEU's for each 3-day module!

### Workbooks & Certificates

Each student will receive a course workbook and Certificate of Completion. At the end of each calendar year, wallet cards will be sent to all past students who took training that year documenting their training history.

### At-Course / Show Specials

Save approximately 13% per registration when registering yourself or a staff member **while taking a course or attending a trade show** more than 30 days prior to the course being registered for! **Talk to any Arboriculture Canada instructor or staff member about this discount opportunity.**

### Payment Terms

A minimum of \$100 is required to hold your space in any course. Full payment is required at least 2 weeks before the program. Each registrant who has been invoiced is responsible for making payments, either by cheque or notifying the office to process a credit card. If your course is not paid in full prior to the program, you will be turned away from the training program.

### CONTACT INFORMATION

5137 – 51 St. Olds, AB T4H 1H1

Toll-free: 1-877-268-8733 direct: 403-556-1701 fax: 1-866-514-8236

e-mail: [info@arborcanada.com](mailto:info@arborcanada.com) or [nancy@arborcanada.com](mailto:nancy@arborcanada.com) website: [www.ArborCanada.com](http://www.ArborCanada.com)

8/30/2010

## Registration Form – Open Enrollment Courses

(one form should be filled out for each individual)

**Please indicate the Course(s) you are registering for:**

Course Name(s)	Location	Date	Cost	Instructor use only
1.				
2.				
3.				

**COST for Training Programs:**

1 day Module \$325 plus GST / HST

2 day Module \$595 plus GST / HST

3 day Module \$850 plus GST / HST

**Discounts Available:**

10% discount for the purchase of two or more courses at one time.

Only one type of discount can be applied. No discounts available for multiple people.

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Bus ph #:** \_\_\_\_\_ **Cell ph #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

We ask each registrant to provide either an e-mail address or a fax number, as you will be receiving your confirmation letter and supporting information by one of these two ways. If an administrator in your office is submitting a registration, please ensure to pass along the confirmation package to the staff member who will be attending the training. **NO CONFIRMATION PACKAGES WILL BE SENT VIA REGULAR MAIL, UNLESS SPECIFICALLY ARRANGED WITH OUR OFFICE.**

**You may register by phone with credit card or mail/fax this form. FAX: 1-866-514-8236**

**Cheque Enclosed**

**Visa**

**MasterCard**

**Please invoice to the address listed above** (your spot will not be confirmed until a minimum \$100 deposit is paid.)

Charges will be applied to your card and a confirmation letter sent within 3 days from receipt of registration.

**Amount Paid:** \_\_\_\_\_

(\$100 deposit is required to be paid in order to hold a spot. The remainder must be paid at least two weeks prior to course delivery. **If your account is not paid by this point, we will charge the credit card given below for the full amount owing.** If you have paid only the deposit and would like to request a scheduled payment plan on your credit card, or will be sending payment by cheque, please indicate how and when you will be paying the remainder.)

**Card #:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_ **Amt Authorized:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Office Use Only:**

Salesperson: \_\_\_\_\_

Sales #: \_\_\_\_\_

Date registration received \_\_\_\_\_

Authorization #: \_\_\_\_\_

Mail or fax to: Arboriculture Canada Training & Education Ltd. • 5137 51 St. • Olds, AB T4H 1H1 • Ph: 1-877-268-8733 or 403-556-1701 • Fax: 1-866-514-8236 [info@arborcanada.com](mailto:info@arborcanada.com) [www.ArborCanada.com](http://www.ArborCanada.com)