

General Information/Registration

PAYMENT:

All fees are payable in advance by cheque or cash, and must accompany your registration form. Fees are payable to the **CTI CANADIAN TRAINING INSTITUTE**. Due to the limited numbers of spaces available, we suggest you register early. Fees are subject to change without notice. Forward, fax or email your registration form and payment to the address listed below.

LETTER OF CONFIRMATION:

Upon receipt of your registration form and payment, CTI will send an email confirmation restating the date, time and location of the workshop. Enclosed with the letter of confirmation will be a Personal Information and Goal Sheet, any appropriate maps and any required pre-workshop materials.

CANCELLATION POLICY:

Name: _____ Agency: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Telephone: () _____ Facsimile: () _____
E-mail: _____

Please Register me for the following courses:

NAME OF COURSE:	LOCATION:	DATE:	AMOUNT:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		SUBTOTAL:	_____

Cheque Enclosed

Mail/Fax/Email your Registration to:

Workshop Coordinator: Jennifer White

CTI Canadian Training Institute
50 Euston Avenue
Toronto, Ontario M4J 3N3
Phone: (416) 778-7056/Fax: (416) 778-8103
Toll Free 1-877-889-6158 - E-mail:
programs@cantraining.org
Website: www.cantraining.org

CANCELLATION POLICY:

We understand that circumstances arise that require you to cancel. Cancellations received up to 10 days before the workshop are refundable less an administration charge based upon the particular workshop. Substitutions may be made at any time. CTI reserves the right to cancel workshops due to insufficient registrations. If CTI cancels a workshop, fees are fully refunded.

WAITING LISTS:

We keep our Workshops small to give everyone the best possible learning environment. As a result, we cannot always accommodate everyone who wishes to register. Should that happen to you, we will let you know, and ask whether you would like to be placed on a waiting list. We convene additional Workshops as required.