ARCQE REGISTRATION FORM

PLEASE PRINT

Participant Name

Employer's Name

Mailing Adress

City

E-mail Address

Phone

PTL Member Number

Please (✓) the workshops you wish to attend and fill in the appropriate fee.

✓	Date	Workshop Name	Time	Location	PTL	Non PTL	Fee
	Online Early Childhood Workshops	**Financial Planning & Practices Series**					
	Every Wednesday starting Jan 11-25, 2012	Financial Forecasting	1:30-2:15 PM	Online	$350	$450	
	Every Wednesday starting Feb 1-15, 2012	Personnel Budgeting	1:30-2:15 PM				
	Every Wednesday starting Feb 29 to Mar 14, 2012	Financial Reporting	1:30-2:15 PM				
	Every Tuesday starting Mar 21 to Apr 4, 2012	Financial Procedures, Practices, Policies	1:30-2:15 PM				
	Series registration fee includes one hour of online individualized mentor feedback during the series.						
	Please ensure your email address is correct as you will be emailed log in information two days prior to the session start date.						
						Total	

Please Note:

Reciepts will be E-MAILED out to the above e-mail address

There is a no refund/cancellation policy for these events. No Exceptions.

If you are unable to attend you are allowed to send an alternate in your place at no additional charge. Please inform our office of the new participant's name.

We reserve the right to cancel/reschedule a Workshop at anytime, you will be contacted if this occurs.

Payment Policy: If you wish to pay by CREDIT CARD, FAX in this registration form with your credit card information to: (780) 421-1730. If you wish to pay by CHEQUE, MAIL in this registration form with your cheque to: ARCQE Suite 110 10025 - 106 Street, Edmonton AB T5J 1G4.

☐ - Yes, I wish to pay by Cheque. Please find my cheque enclosed for $ _____

☐ - YES, I wish to pay by

Visa/MC Credit Card Number: _____

Exp.Date: _____

Signature: _____

By signing above I authorize ARCQE to charge my Credit Card the amount of $ _____