

2010 Agency Registration Form

400, 10025 – 106 Street (Baker Centre) Edmonton AB T5J 1G4

Phone: (780) 482-0198 Fax: (780) 488-1495



PLEASE USE THIS FORM FOR PAYMENT BY CHEQUE ONLY

- credit card registrations will be accepted through our online registration system
- seats will not be reserved without payment – cheque must be enclosed with this form
- invoicing not available for in-house workshop registrations

Contact Name: _____ Daytime Phone: _____

Agency: _____ Date: _____

Address: _____

Postal Code: _____

CONFIRMATION OF REGISTRATION(S) TO BE SENT TO THIS EMAIL ADDRESS:

Email: _____ No email address available

Please list the names of all registrants (maximum of 8 per agency per workshop):

Name 1: _____ Name 5: _____

Name 2: _____ Name 6: _____

Name 3: _____ Name 7: _____

Name 4: _____ Name 8: _____

WHICH WORKSHOP ARE YOU REGISTERING YOUR STAFF FOR? (CHECK <u>ONE</u> ONLY)	Please indicate workshop date(s)	FEE per person	Number of persons	Amount
<input type="checkbox"/> 2-Day Suicide Intervention \$135		\$	X	=
<input type="checkbox"/> 1-Day Suicide Intervention \$70				
<input type="checkbox"/> 2-Day Family Violence Intervention \$135				\$
<input type="checkbox"/> De-Escalating Angry Clients \$45				
<input type="checkbox"/> Debriefing Stressful Situations \$45				
<input type="checkbox"/> Understanding Self-Harm \$35				
<input type="checkbox"/> Community Connections \$35				
Total fees				\$
Add 5% GST				\$
TOTAL AMOUNT DUE (cheque must be enclosed)				\$

Please complete and include page 2 of this form

CANCELLATION & REFUND POLICY: The Support Network requires a minimum of 1 week notice of cancellation for a full refund of workshop fees. If more than 1 week of notice is provided, the registrant may:

1. Reschedule for another date;
2. Provide the name of another person who will attend in their place; or
3. Receive a refund of fees paid. Fees paid by credit card will receive a refund credit on their credit card. A small Paypal fee will apply for online registration payments. A refund cheque will be issued for all fees paid by cash or cheque.

Failure to attend for any reason does not constitute notice of cancellation and no refunds will be given. If one of your registrants cannot attend and cannot provide more than 1 week of notice, you may provide the name of another person who will attend in their place.

If an in-house workshop is cancelled by The Support Network, registrants will be contacted by telephone and/or email and given the following options:

1. Reschedule for the same workshop on another date; or
2. Register for a different TSN workshop, with any difference in fees being paid by the registrant or refunded by TSN; or
3. Receive a refund of fees paid. Fees paid by credit card will receive a refund credit on their credit card. A small Paypal fee will apply for online registration payments. A refund cheque will be issued for all fees paid by cheque.

CERTIFICATES: Certificates of attendance shall be provided for the 1-Day and 2-Day Suicide Intervention Training workshops, as well as for the 2-Day Family Violence Intervention Training workshop. Participants *must attend the full day or 2 days* of the training in order to receive their certificates. Certificates of attendance will not be issued for those who attend only one day of a 2-day workshop. Please emphasize the importance of punctuality with the participants to facilitate full participation and ensure they qualify for certification.

I have read and understand the cancellation & refund policy, as well as the information regarding certificate requirements.

Signature: _____ Date: _____

OFFICE USE ONLY	REGISTRATION DATE	CHQ	CASH	OTHER	CONFIRMATION SENT <input type="checkbox"/> EMAIL <input type="checkbox"/> MAIL <input type="checkbox"/> FAX <input type="checkbox"/> IN PERSON
	EVENTBRITE UPDATED	REFUND DATE <input type="checkbox"/> CHQ <input type="checkbox"/> MCRD <input type="checkbox"/> VISA <input type="checkbox"/> PAYPAL			