

## 2020-2021 Certificate Programs in Business & Management Registration Form

Please complete all sections of this form.

New student

Re-enrolling student

ID# \_\_\_\_\_

**DATE of Birth** (DD/Month/Year): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (*spell Month*)

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Telephone: Home: ( \_\_\_\_\_ ) \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address:  Work  Home

Street: \_\_\_\_\_ City: \_\_\_\_\_

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

**Fall:** September 9 – December 2, 2020 (*Early Discount Date: August 3<sup>rd</sup>, 2020*)

### Select One Course:

	Tuition Fee	or	After discount date	
<input type="checkbox"/> Ethics	\$995.00		\$1045.00	_____
<input type="checkbox"/> Interpersonal and Intercultural Communication	\$995.00		\$1045.00	_____
<input type="checkbox"/> Leadership	\$995.00		\$1045.00	_____
<input type="checkbox"/> Project Management Fundamentals	\$995.00		\$1045.00	_____

### Method of Payment

Cheque (*payable to Dalhousie University Business & Management Programs, no posted dated cheques please*)

Please bill my employer (*ensure a letter of authorization or purchase order is attached*)

Journal Entry (*Dalhousie University Employees only*)

Please charge my:  Corporate Credit Card  Personal Credit Card Name on Card: \_\_\_\_\_

Visa  MasterCard  AMEX Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### Financial Information

Notice of withdrawal received after your registration has been processed; and four weeks or more before the course start date results in a 20% withdrawal fee, between four weeks and the start date results in a 50% withdrawal fee. **No refund is granted on or after the course start date.** Non-submission of assignments does not constitute a withdrawal. **All withdrawal notification must be in writing.**

*"I have read and understand the Financial Information section and agree to adhere to the regulations therein. I also understand that this program is governed by regulations developed and administered by Dalhousie University.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form, as an attachment, by email to: [gwen.doary@dal.ca](mailto:gwen.doary@dal.ca)

### Gwen Doary, Program Manager

[gwen.doary@dal.ca](mailto:gwen.doary@dal.ca)

T: 902.494.8838 ▪ F: 902.494.3662

Toll-free: 1-800-565-8867

### Grace Temani, Director

[grace.temani@dal.ca](mailto:grace.temani@dal.ca)

T: 902.494.3531 ▪ F: 902.494.3662

How did you hear about this course?

Email newsletter

Twitter

LinkedIn

Internet Search

Friend or colleague

Through my employer/organization

Conference

### Dalhousie University CCE

2201-1459 LeMarchant St., P.O. Box 15000

Halifax, Nova Scotia B3H 4R2 CANADA

Website: [www.dal.ca/cce](http://www.dal.ca/cce) (search Business Management)

Other (specify) \_\_\_\_\_

