

**2018-2019 Certificate in Fire Service ADMINISTRATION Registration Form** New student Re-enrolling student I.D. \_\_\_\_\_  
 DATE of Birth (DD/Mon/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Please complete all sections of this form.

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Telephone: Home: (\_\_\_\_) \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address: Work Home Street: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Online	Tuition Fees (3 courses)	Tuition Fees (1 or 2 courses)	*ADD \$50.00 after discount date (*Aug 1 <sup>st</sup> , 2018)
<b>Fall (September 5 - November 28, 2018)</b>			
<input type="checkbox"/> Emergency Medical Service Management and the Fire Department	\$ 945 .00	\$ 995.00	_____
<input type="checkbox"/> Fire Department Human Resource Management I	\$ 945 .00	\$ 995.00	_____
<input type="checkbox"/> Fire Prevention Management	\$ 945 .00	\$ 995.00	_____
<input type="checkbox"/> Interpersonal Communication (NEW)	\$ 945 .00	\$ 995.00	_____
<input type="checkbox"/> Municipal Finance	\$ 945 .00	\$ 995.00	_____
<input type="checkbox"/> Negotiation and Conflict Resolution (NEW)	\$ 945 .00	\$ 995.00	_____
<input type="checkbox"/> Theoretical Foundations of Incident Command: Thinking (1 <sup>st</sup> course)	\$1295 .00	\$1295 .00	_____
<b>Winter (January 3 – March 28, 2019)</b>			
<input type="checkbox"/> Fire Department Human Resource Management II	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Fire Service Strategic Planning I	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Organizational Behaviour	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Program Evaluation and Statistics	\$ 945 .00	\$ 995 .00	_____
<b>Spring (April 5 - June 28, 2019)</b>			
<input type="checkbox"/> Disaster Management and the Fire Department	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Fire Service Law	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Fire Suppression Management	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Leader Development (NEW)	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Municipal Government and Service Delivery	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Negotiation and Conflict Resolution (NEW)	\$ 945 .00	\$ 995 .00	_____
<input type="checkbox"/> Theoretical Foundations of Incident Command: Acting (2 <sup>nd</sup> course)	\$1295.00	\$1295 .00	_____
<b>The following course is offered in the Fall, Winter and Spring terms:</b>			
<input type="checkbox"/> Fire Service Strategic Planning II (two term course)	\$1890 .00	\$1940 .00	_____

**Method of Payment**

Cheque or Money Order to follow for \$ \_\_\_\_\_ (Payable to: Dalhousie University Fire Management Certificate Programs)  
 Please bill my employer (ensure letter of authorization or purchase order is attached)  
 Please charge my:  Corporate Credit Card  Personal Credit Card Name on Card: \_\_\_\_\_  
 Visa  MasterCard  AMEX Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Pay By Term  Pay All Three Terms. \*Add \$50 if you are registering after the early discount dates: Fall: Aug. 1<sup>st</sup> - Winter: Nov.14<sup>th</sup> - Spring: March 5<sup>th</sup>

**Financial Information:**

If you withdraw from a course after your registration has been processed and four weeks or more before the course start date, you will be charged a 20% withdrawal fee. If notification is received between four weeks and the start date the refund is 50% of the tuition. **There is no refund for withdrawals on or after the course start date. In all cases, notification of withdrawal 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 CCE."

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

Please return this form to:  
**Gwen Doary, Program Manager**  
 Fire Management Certificate Programs  
 Dalhousie University CCE  
 2201-1459 LeMarchant St., P.O. Box 15000  
 Halifax Nova Scotia B3H 4R2 CANADA  
 Phone: 902.494.8838 • Fax: 902.494.3662  
 E-mail: Firemgt@Dal.Ca

For further information, contact::  
**Grace Temani, Director**  
 Fire Management Certificate Programs  
 Phone: 902.494.3531 • Fax: 902.494.3662  
 E-mail: [Grace.Temani@Dal.Ca](mailto:Grace.Temani@Dal.Ca)  
 Website: [www.continuinged.dal.ca](http://www.continuinged.dal.ca)

Where did you get the information about the Certificate in Fire Service Administration:  
 Co-worker  
 Training Department at work  
 Fire Fighting Magazine  
 Website Search  
 Other (specify): \_\_\_\_\_