






Registration Form

4 easy ways to register: 1. Phone: 613.594.4533 2. Fax: 613.722.5647		3. E-mail: info@OrganizeU.ca 4. Mail: OrganizeU 513 Westminster Ave. Ottawa, ON K2A 2T9	
Workshop code or name:		Cost:	
Date(s):		Location:	
Participant Name:		Title:	
Organization:			
Branch (if applicable):			
Tel:	Fax:	E-mail:	
Bill-to Name and Title (if different from above):			
Bill-to Address:			
Bill-to City:		Province:	Postal Code:
Bill-to Telephone:		Fax:	E-mail:
Payment method:	Cheque		 
Credit card number:			Expiry:
Signature:			

Registration details

- ✓ We will confirm your registration within 10 days after you register confirming dates, times, location, and other useful details.
- ✓ If you don't receive your confirmation before the program, please telephone us at 613-594-4533.
- ✓ Walk-in registrations will be accepted as space permits.
- ✓ You will receive valuable course materials and a Certificate of Participation in the program.

Group Rates

Three or more participants from the same organization will be entitled to a 25% discount.

Cancellation

Cancellations received in writing within 10 business days of the start date of the session will be fully refunded less a \$15.00 administration fee. After that, cancellations are subject to the entire seminar fee. In the event that you are unable to attend, but have not notified OrganizeU, you are still responsible for payment. Substitutions may be made at any time. In the event that OrganizeU must cancel an event for any reason, liability is only limited to reimbursement of the paid course fee. We will not be liable for travel or lodging expenses. It is our policy to notify seminar registrants of any cancellations as early as possible.

Income Tax Deduction

Income tax deductions may be permitted for educational expenses undertaken to maintain or improve professional skills.