



Please Check One:	Term One*	Term Two*
<b>DISCOUNT RATE (save 10% on Standard Rate)</b>	<b>Until Nov. 30, 2011</b>	<b>Until July 9, 2012</b>
<input type="checkbox"/> ICA MEMBER – Employee	\$1620 (+\$210.60 HST)	\$2520 (+\$327.60 HST)
<input type="checkbox"/> Non-Member	\$2325 (+\$302.25 HST)	\$3620 (+\$470.60 HST)
<b>STANDARD RATE</b>	<b>After Nov. 30, 2011</b>	<b>After July 9, 2012</b>
<input type="checkbox"/> ICA MEMBER – Employee	\$1800 (+\$234.00 HST)	\$2800 (+\$364.00 HST)
<input type="checkbox"/> Non-Member	\$2580 (+\$335.40 HST)	\$4020 (+\$522.60 HST)
<b>Completed Tuition Payment Due</b>	<b>Jan. 30, 2012</b>	<b>Sept 10, 2012</b>

**\*Installment Payment Plan Option Available.**

*E.G. Term Two may be divided into a 2012 and 2013 payment.*

*Please include applicable HST  
(HST Registration #R107508509)*

#### CAAP 2012/13 TERM ONE – REGISTRATION INFORMATION

Discount Rate Deadline: Nov. 30, 2011. Tuition Deadline: Jan. 30, 2012

A non-refundable deposit of \$500 is required with registration

First Term Duration: February 11, 2012 – June 6, 2012

#### Participant Information

Name \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

ICA Member  Non-member

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Office Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Home Phone \_\_\_\_\_

Email (primary contact address) \_\_\_\_\_

#### Payment Information

Please indicate your preferred method of payment:

Visa  MasterCard  American Express  Cheque (payable to ICA)  Invoice my company

Amount of payment \_\_\_\_\_ (Please include HST)

Cardholder's name \_\_\_\_\_ Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Name of invoice recipient, if other than course registrant \_\_\_\_\_

Email of invoice recipient \_\_\_\_\_

PROGRAM CONTENT POLICY: Fees, dates and/or course content are subject to change from previously published information at any time. ICA reserves the right to cancel this program should enrolment levels fall short of guidelines. PAYMENT POLICY: A deposit of \$500 is due with the Term One registration. The deposit is fully non-refundable, unless the program is cancelled by ICA. Term One tuition is due no later than January 30, 2012. REFUND POLICY: To receive standard refund, notification of enrolment cancellation must be received in writing no later than January 30, 2012. The non-refundable deposit of \$500 will be deducted to meet administrative costs and any remaining balance will be refunded. After January 30, 2012 and up to March 5, 2012, only 50% of tuition (less the non-refundable deposit) is eligible for a refund. After March 5, 2012, no refunds will be given. All refund requests must be received in writing. PRIVACY POLICY: The ICA will only use your information to complete this transaction, to administer your education program and to announce information relevant to the courses in which you are enrolled. We do not share, rent or sell personal information to anyone. Occasionally, the ICA may notify you about other education offerings – if you do NOT wish to be contacted for promotional purposes:

please check here:

#### To Register

FAX: (416) 482-1856

EMAIL (scans accepted): sfiliatrault@icacanada.ca

Mail (including cheque payments): CAAP REGISTRATION, c/o ICA, 2300 Yonge St., Ste. 3002, Box 2350, Toronto, ON, M4P 1E4

#### For More Information

Please contact Suzanne Filiatrault, Director, Professional Development at (416) 482-1396 ext. 227 or

sfiliatrault@icacanada.ca

