



Please Check One:	Term Two – 1 st payment	Term Two – 2 nd payment
EARLY BIRD RATE (plus HST)	Until July 12, 2010	N/A
<input type="checkbox"/> ICA MEMBER – Employee	\$1260 (+\$163.80 HST)	--
<input type="checkbox"/> Non-Member	\$1810 (+\$235.30 HST)	--
STANDARD RATE (plus HST)	After July 12, 2010	Due by Jan. 10, 2011
<input type="checkbox"/> ICA MEMBER – Employee	\$1400 (+182.00 HST)	\$1400 (+182.00 HST)
<input type="checkbox"/> Non-Member	\$2010 (+261.30 HST)	\$2010 (+261.30 HST)
FULL Tuition Payment Due	Sept. 13, 2010	Jan. 10, 2011

Please include applicable HST (HST Registration #R107508509)

CAAP 2010/11 TERM TWO – REGISTRATION INFORMATION

Early Bird Deadline: July 12, 2010. Tuition Deadline: Two Installments due on Sept. 13, 2010 and Jan. 10, 2011

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

Session Two Kick-off Evening: Thursday Sept. 16, 2010 (6-9pm)

Full Term Length: Sept. 16, 2010 – Apr. 16, 2011

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 Two registration. The deposit is fully non-refundable, unless the program is cancelled by ICA. The first installment of Term Two tuition is due no later than Sept. 13, 2010. The balance of Term Two tuition is due no later than Jan. 10, 2011. REFUND POLICY: To receive standard refund, notification of enrolment cancellation must be received in writing no later than Sept. 13, 2010. The non-refundable deposit of \$500 will be deducted to meet administrative costs and any remaining balance will be refunded. After Sept. 13, 2010 and up to Sept. 30, 2010, only 50% of tuition (less the non-refundable deposit) is eligible for a refund. After Sept. 30, 2010, 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.

From time to time, 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): edu.info@icacanada.ca

Mail (including cheque payments): 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