

E-mail Registration Form

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

to: [communityprograms@tdsb.on.ca](mailto:communityprograms@tdsb.on.ca)

Last Name	First Name	Gender	Date of Birth
			____/____/____ Day/Month /Year <b>(*required)</b>

Apt. No.	Street No.	Street Name	City	Postal Code
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Home Telephone No. Mobile Telephone No. Email Address \* **Required, this will be used as Username.**

I (Registrant) hereby release the Toronto District School Board (the "TDSB"), its employees, volunteers and agents from any and all liability for any injury or property loss sustained by me, regardless of how caused, resulting from my participation in the course(s) below. I further agree to hold harmless and indemnify the TDSB from all claims, demands, causes of actions, loss, costs, or damages whatsoever, including but not limited to claims, demands, causes of actions related to loss, damage, and/or bodily injury to myself arising out of my participation. I further agree not to record any course(s) I am registered in or other persons participating in the course(s), during in-person or online classes.

**I Accept**

I acknowledge that I am fully aware of the course description(s) and level of activity involved, am physically fit for participation, and have not been advised to refrain from the activity by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation. Should I require medical treatment, I agree to give permission to have the TDSB arrange for any emergency medical care including hospitalization and transportation, to the administration of such emergency medical treatment as may be deemed necessary in the circumstances and agree to pay all costs associated with medical care and transportation.

**I Accept**

**Selection No. 1**

Course Code	Course Title	Course Location	
Day of the Week	Time	Start Date	Final Price
			\$ _____

**Selection No. 2**

Course Code	Course Title	Course Location	
_____	_____	_____	_____
Day of the Week	Time	Start Date	Final Price
_____	_____	_____	\$ _____

**Payment Information** Note: The payment system will not accept VISA Debit or MasterCard Debit at this time.

VISA  MasterCard

Name on Card \_\_\_\_\_ Total Amount Received: \$ \_\_\_\_\_

Card Number \_\_\_\_\_ C V V(\*required) \_\_\_\_\_ Expiry: \_\_\_\_\_

If appropriate, material costs are included. Please note that H.S.T. is included where applicable.

**Program Accommodation:** The TDSB strives to meet the accommodation needs of persons with disabilities. Registrants are encouraged to make their needs for accommodation known in advance of commencing a Learn4Life class. If you require accommodation, including arrangements related to a fire safety plan, please contact the TDSB Continuing Education Office at 416.338.4111.

**Notice of Collection:** Personal information on this form is collected under the authority of sections 58.5(1), 170, 171 of Education Act, R.S.O. 1990, c.E.2 ("Education Act") and Regulation 298: Operation of Schools – General under Education Act and will be used by Toronto District School Board ("TDSB") for school registrations, to establish and maintain Ontario student records and for administrative purposes. The information is retained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 and will only be disclosed to authorized TDSB staff in order to administer the above purposes.

**Course Cancellation:** A minimum number of registrants are required to open a class. The TDSB has the right to make the final decision to open or close a class or to revise the fee structure.

**Refund Policy:** All refunds are processed back to the original credit card used for payment. Fees paid by cheque or cash will be refunded by cheque after Continuing Education staff acknowledges clearance of the cheque. Allow 4-6 weeks. **The option to keep funds on the TDSB Learn4Life account is no longer available. For courses under five weeks in duration:** No refunds or transfer requests will be considered after the course begins. **For courses five weeks or longer:** A refund (minus the \$15.00 administrative fee per course) will be processed if the TDSB receives the request for refund in writing before the second class. A pro-rated refund (minus the \$15.00 administrative fee per course) will be processed if the TDSB receives the request for refund in writing after the second class, but before the third class of the course. No refunds or transfers will be considered after the third class of a course. **For subsidized courses:** A refund is issued to the learner's TDSB Learn4Life account only if the TDSB cancels the course before the course begins. No refunds or withdrawals will be considered after the class begins. **Summer Refund Policy:** There are no requests for refunds or transfer after the first class. **Requesting a refund:** There are four ways to submit requests: Email - [communityprograms@tdsb.on.ca](mailto:communityprograms@tdsb.on.ca), On-line - [www.learn4life.ca](http://www.learn4life.ca), \*Mail - 2 Trethewey Drive, 3rd Floor, Toronto, ON M6M 4A8, \*Fax - 416-394-3494. \* Option only available if program staff return to office. Updates will be provided on our website.

I acknowledge that I have read and understood the information provided.

NAME (PLEASE PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_