

For faxed applications, payment must be made by VISA or MasterCard

Mail or drop off Registration Form to:

Continuing Education
2 Trethewey Drive, 3rd Floor Toronto, Ontario M6M 4A8

Date: _____

Last Name _____ First Name _____ M/F _____ Date of Birth _____
 _____ / _____ / _____
Day / Month / Year* (*required)

Client Number _____ PIN Number _____ Apt. No _____ Street No. _____ Street Name _____ City _____

Postal Code _____ Home Telephone No. _____ Mobile Telephone No. _____ Email Address _____

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 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

VISA MasterCard Cheque Money Order Cash* *Cash is ONLY accepted at the Continuing Education office

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. Make cheque or money order payable to Toronto District School Board.

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: *The information you have provided is collected in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c. M. 56 and is used for registration purposes only. If you have any questions, please contact: Program Manager of Community Programs, Continuing Education, TDSB at 416.338.4111. Revised December 2017.*

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: A \$15 administrative fee per course will be applied to all refund requests unless otherwise stated. This administrative fee will be waived if registrants accept a credit on their TDSB Community Programs account. The TDSB will provide a full refund (charging no administrative fee) if the TDSB cancels a course or if the TDSB receives the written request for withdrawal before the first (1st) class. For courses:

Under five weeks in duration: A full refund will be issued if the TDSB receives the refund request in writing before the first (1st) class. **No refunds or credits will be considered after the first (1st) class.** **Five weeks or longer:** A refund (minus the \$15 administrative fee) will be issued if the TDSB receives the refund request in writing before the second (2nd) class. A pro-rated refund will be issued if the TDSB receives the request for refund in writing after the second (2nd) class, but before the third (3rd) class of the course. **No refunds, credits or transfers will be considered after the third (3rd) class of a course.** **For subsidized courses:** TDSB issues no refunds. A credit is issued if the TDSB cancels the course.

All requests for withdrawals, refunds, credits, and transfers must be made in writing. There are four ways to submit requests: Email - communityprograms@tdsb.on.ca, On-line - www.learn4life.ca, Mail - 2 Trethewey Drive, 3rd Floor, Toronto, ON M6M 4A8, Fax - 416-394-7632.

Summer Refund Policy: There are no withdrawals, refunds, credits, or transfers after the first (1st) class.

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

NAME (PLEASE PRINT): _____ SIGNATURE: _____ DATE: _____