



COURSE TITLE & DATE: _____

STEP 1 PARTICIPANT INFORMATION *Please complete this section in full. Print clearly*

Last Name _____ Previous Last Name _____
 First Name _____
 Company/Organization _____ Title _____
 Work Address _____
 City _____ Province _____ Postal Code _____
 Tel (w) _____ Tel (h) (for emergency) _____
 Home Address _____
 City _____ Province _____ Postal Code _____
 Email _____ Fax _____
 Have you ever taken a UPEI course? Yes No Student ID# _____ SIN (optional) _____
 If no, please provide your Date of Birth to ensure the creation of a unique student record. (DD/MM/YY) _____
 Include my contact information provided to other learners of this class Yes No
 * *The CCRS respects your privacy. We would like to provide you the opportunity to connect with your fellow learners by having your professional contact information listed on a class contact list and a copy provided to each learner with the course materials. If you wish to be included in this list, please click the box giving us permission to do so.*
 Ambassador Program: (person that referred you) _____

STEP 2 PROMOTION

The CCRS would like to keep you updated on the latest news, events and courses at the Centre. Would you like to be included on our mailing list? (Emailed out monthly)

Course Updates (Monthly)
 News and Events (Quarterly)

*Your privacy is important to us. See our privacy policy at: <http://www.upei.ca/privacy/html/policy.html>

Where did you hear about the Centre?

Newspaper Ad Newspaper Article Word of Mouth Radio
 TV Advertising Direct Email UPEI website Other:

STEP 3 PAYMENT METHOD

Full registration payment is due in advance to complete the registration process. Please indicate your method of payment.

Invoice – provide mailing address _____

Registration confirmation will be sent. If your method of payment is other than invoice, you will be sent instructions on how to pay through the UPEI Accounting Office.

WITHDRAWAL/REFUND POLICY -

- please confirm that you have read and agree to the policy below
- Participants wishing to withdraw from any course must do so by contacting the Centre for Conflict Resolution Studies via phone. See our Cancellation Policy at:
<http://www.upei.ca/conflictcentre/html/regulations.html#cancellation>
- Registrants who cancel 10 days or greater will receive a full refund without any penalty.
 - Registrants who cancel less than 10 days but greater than 5, will be charged a \$50.00 cancellation fee and the remaining balance may be refunded or transferred to another course.
 - Registrants who cancel less than 5 days will be charged a \$50.00 cancellation fee and the remaining balance will be transferred to another course.
 - Registrants who cancel 1 day prior to the course or choose not to attend without cancelling, will not receive a refund or transfer of fees.

HOW TO REGISTER

MAIL Centre for Conflict Resolution Studies – UPEI
 550 University Ave
 Charlottetown, PE C1A 4P3

FAX 902-566-0451
 CALL 902-566-0336
 Toll Free 877-440-2277
 ONLINE www.upei.ca/conflictstudies