



## CERTIFICATE COURSE REGISTRATION FORM

The undersigned hereby makes application to Willis College of Business and Technology for a course of instruction, fully understanding the terms and conditions specified herein.

Family or Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_  
Home  
Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Home  
Telephone # \_\_\_\_\_ Email \_\_\_\_\_  
Place of  
Employment \_\_\_\_\_ Telephone # \_\_\_\_\_

I wish to enroll in the \_\_\_\_\_ certificate course, at the cost of \$ \_\_\_\_\_

This course commences \_\_\_\_\_ and ends \_\_\_\_\_

**Payment Details:** It is understood that all fees are payable in advance in accordance with the tuition payment plan established by the College. Please make cheques payable to Willis College of Business and Technology.

I will be personally responsible for my fees; I will pay by:  cheque/money order  cash  visa  other \_\_\_\_\_

My employer will be sponsoring my course fees. The invoice should be forwarded to:

Company  
Name \_\_\_\_\_ Attention \_\_\_\_\_  
Company's Mailing  
Address \_\_\_\_\_  
Company's  
Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Cancellation/Rescheduling:** Should there be a need to cancel or reschedule your registration, Willis College requires a minimum of five (5) business days notice prior to the scheduled course date. If cancellation occurs after that time, 30% of the course price will be charged to the participant; the balance will be refunded.

I have read and fully understand the terms and conditions of enrollment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
If applicable,  
Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

In consideration of the payment of the fees indicated above, Willis College of Business & Technology agrees to supply the course of instruction to the applicant upon the terms mentioned herein. However, where a minimum enrollment is required to offer an individual course, the College reserves the right to cancel such course should an insufficient number of students register.

- Provisionally accepted, pending receipt of full payment of fees and/or authorization from sponsor.  
 Accepted, with full payment attached.

**WILLIS COLLEGE OF BUSINESS & TECHNOLOGY**

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. Per \_\_\_\_\_

Willis College of Business and Technology reserves the right to modify course content without prior notice.