



## Professional Training Registration Form

### Contact Information

Name		
Department, Agency or Company		
Street Address		
City, Prov., Postal Code		
Home Phone & Fax	Tel:	Fax:
Work Phone		
E-Mail (work & personal)	Work:	Personal:

If you are not alumni of NPSIA or a member of the Ottawa Diplomatic Association would you like to receive email announcements on future training programs? Yes\_\_\_ / No\_\_\_.

If yes please circle or highlight your preferred email address above.

### Program

# Practical Certificate in Foresight Analysis and Planning for International and Public Affairs Management

- 2-Day Workshop – Thursday October 27 and Friday October 28, 2016 -

Featured Instructors: Jack Smith and David Harries

### Fees

Please check one of the following options:

Carleton University Staff, Alumni, NPSIA-PT&D Alumni and members of the <b>Ottawa Diplomatic Association</b>	\$ 600 + HST = \$ 678.00	<input type="checkbox"/>
Early registration – until October 1, 2016	\$ 700 + HST = \$ 791.00	<input type="checkbox"/>
Regular registration – after October 1, 2016	\$ 800 + HST = \$ 904.00	<input type="checkbox"/>
Student Fee – must be enrolled full-time in a recognized post-secondary institution to qualify	\$ 400 + HST = \$ 452.00	<input type="checkbox"/>

### Payment

Once received, we will process your registration and provide you with an invoice to be paid within 30-days. Registration paid through third-parties, such as employers, is assumed by us to be approved in advance. These along with registration forms submitted within 30 days of the start of the workshop constitute promises of payment and will be treated as a binding financial agreement unless otherwise communicated to the Office of Professional Training and Development at NPSIA.

**Refund policy:** Course registration fees are refundable up-to 10 business-days before the start of training less \$ 300.00 + HST for administration. This policy does not apply to Corp. Training Agreements.

**Cancellation policy:** NPSIA – PT&D reserves the right to cancel scheduled training programs up-to 5 business days in advance of the start of training should there be insufficient subscription. Full refunds will be issued upon notification.

### Complete your Registration

Email this registration form to NPSIA-PT&D at the coordinates below. Cheque, Money Order or Bank Draft payments should include a copy of this registration form. Please note that your registration is not complete until payment has been received.

Registration - The Office of Professional Training and Development  
NPSIA – PT&D, Room 2118 Dunton Tower, Carleton University. 1125 Colonel By Drive, Ottawa, ON K1S 5B5 Canada  
**Email:** npsia-ptd@carleton.ca