Professional Training Registration Form

Contact Information

Name
Department, Agency or Company
Student Number if applicable
(required for Student registration)
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

12th Annual Practical Certificate in International Social Protocol
- Networking, Cocktail and Dining Etiquette -
- 1-Day Workshop – 10 AM to 4 PM Monday, October 21, 2019 -
Carleton University

Featured Instructor: Margaret Dickenson

Fees
Please check one of the following options:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student (includes currently enrolled Full or Part time students at a recognized post-secondary institution in Canada or International Social Protocol certificate holder up-grade)</td>
<td>$150 + HST = $169.50</td>
</tr>
<tr>
<td>Carleton University Staff, Alumni, NPSIA-PT&amp;D Alumni and members of the Ottawa Diplomatic Association and their spouses</td>
<td>$300 + HST = $339.00</td>
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<tr>
<td>Early registration – up-to September 270, 2019</td>
<td>$350 + HST = $395.50</td>
</tr>
<tr>
<td>Regular registration</td>
<td>$400 + HST = $452.00</td>
</tr>
</tbody>
</table>

Complete your Registration

Scan and email or post this registration form to NPSIA-PT&D at the coordinates below. You will then be provided with an invoice and will receive instructions for completing your registration by credit card, cheque or wire payment.

Registration - The Office of Professional Training and Development (NPSIA – PT&D)
Room 2118 Duntion Tower
Carleton University
1125 Colonel By Drive, Ottawa, ON K1S 5B5

Email: npsia-ptd@carleton.ca

Payment and refunds:

Refund policy: Registration fees for this workshop are refundable up-to 10 business days before the start of training less $50.00 + 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.