

APPLICATION FORM

PLEASE COMPLETE A SEPARATE APPLICATION FORM FOR EACH WORKSHOP

Course #			
Course Title			
Date of Course			
Employee Name			
Employee #			
Email Address			
Phone Number			
Fax Number			
Department			
Account Codes	FUND	ORG	PROG

Please submit your completed registration form to:

UNBC CONTINUING STUDIES

**Teaching & Learning Building
First Floor - West
Fax: 250-960-5984**

Enrolment in courses is limited. All applications are reviewed by the UNBC Human Resources Office for approval.

WAITLIST

A waitlist will be maintained for workshops that are full and applicants will be contacted if an opening becomes available. You will receive notice of your enrolment status after the registration deadline.

CANCELLATION

In fairness to all attendees, written notification of withdrawal must be received 72 hours prior to the commencement of the course. If written cancellation does not meet this requirement, a minimum fee of \$100.00 will be charged against your Department's budget, where applicable. If you are able to provide an alternate participant complete with an authorized Registration Form, the cancellation fee will be waived.

CONFIRMATION

A confirmation will be forwarded to you via email with the course location and any other particulars approximately 5 days prior to the course start date from UNBC Continuing Studies.

Please let us know how this training course will assist you in your current position or ongoing career at UNBC:

Supervisor's Name			
Supervisor's Signature			