Northern Lakes College

PRINT ONLY

Workforce Development

Course Enrollment Form

Your personal information is collected under the authority of the *College's Act* and Section 32 (c) of the *Freedom of Information and Protection of Privacy Act* (F.O.I.P.) and is protected under the latter Act. Information on this form is used to determine your eligibility for program(s) or service(s), manage your enrolment, contact you after you leave, evaluate effectiveness of marketing, and generate statistics and reports. If you have any questions about the collection and use of this information, please contact the Workforce Development Office at (780) 849-8623.

Course:	Date:	Location:
1.		
2.		
3.		

First Name	Last Name	SIN # – Needed as unique identifier only

Mailing Address (Home)	Birthdate – Needed as unique identifier only Month: Day: Year:

City	Province	Postal Code	Home Telephone Number

Company Name	*Mailing Address (Company)*		
City	*Province*	*Postal Code*	*e-mail address*

Company Phone	*Company Fax Number*

VISA Payment Information:

Card No. _____/_____/_____/_____

Expiry Date _____/_____

Cardholder Name (as shown on card) _____
Cardholder Signature

Payment Information

Receipt #:

Date Paid:

Method:

Community:

P.O. #

Five Easy Ways to Register!

☎ *Telephone:* 1-866-652-3456
(780) 849-8623

Fax (24 hours): (780) 849-8704

Mail Registration & Payment to:
Northern Lakes College, Workforce Development
1201 Main Street SE, Slave Lake, AB T0G 2A3

Email: ***WFDev@yourfuture.ab.ca***

☺ *Visit us on Campus at:*

High Prairie: 4208 – 53 Avenue
McLennan (Smoky River): Corner of 1st Avenue N & 1st Ave E
Slave Lake: 1201 Main Street SE
Swan Hills: 5407 Plaza Avenue
Valleyview: 5001 – 50 Street
Wabasca (Stony Point): Mistassiniy Road

Please Note…

1. When applicable, GST will be indicated with the price.
2. Your registration will be guaranteed upon payment.
3. Cheques can be made payable to Workforce Development.
4. Registration deadline is one week before the course start date.
5. Your registration will be confirmed within two weeks of our office receiving your registration.
6. Withdrawals & Refunds: Your registration fee will be fully refunded if notice is given two (2) working days before the course start date. A refund will not be issued if notification is received less than two full working days before the course start date. Alternately, you may arrange for someone to take your place. Non-attendance does not constitute notice of withdrawal for the course.
7. Northern Lakes College strives to provide a satisfactory learning environment. A course/workshop will be cancelled or re-scheduled if registrations are low. In this event, your registration fee will be refunded in full, or applied to the re-scheduled course.

CONSENT TO RELEASE INFORMATION

❒ I authorize Northern Lakes College to release my certificate to my employer;
❒ I authorize Northern Lakes College to disclose relevant personal information to employers/funding agencies for the purpose of confirming my enrollment.

_____ Signature

_____ Date

form updated August 2002