

# Classroom Registration – Full-time

Date: \_\_\_\_\_

**STUDENT DATA** (please print)

CPA Number (if applicable): \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

**HOME ADDRESS\*** – Mandatory

Address: \_\_\_\_\_  
(Delivery is not available to PO boxes due to size of learning materials)

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

\*Note: We cannot deliver to PO boxes

**COURSE TITLE** (choose one course)

- Payroll Compliance Legislation**
- Payroll Fundamentals 1** (prerequisite: Payroll Compliance Legislation)
- Payroll Fundamentals 2** (prerequisite: Payroll Fundamentals 1)
- Payroll Technology Practicum** (prerequisite: PCP Certification. Currently available in class only in the Greater Toronto Area)

**School:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Registration form and payment (in Canadian funds only) must be received in full 10 days prior to the start of the course.**

Classroom Students **MUST** first register and pay tuition to the college or university offering The CPA payroll course and then register and pay tuition to The CPA (using this form).

**PAYMENT INFORMATION**

**Amount Enclosed:** \_\_\_\_\_  
(See Registration Fee table. Postdated cheques not accepted.)

**Cheque:**  Personal  Organization  Money Order  
Payable to: The Canadian Payroll Association

**Note: We do not accept payments by Visa Debit.**

**Credit Card #:** \_\_\_\_\_

**Expiry date:** MM \_\_\_\_\_ YY \_\_\_\_\_

Personal  Organization

**Cardholder's Name:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_

GST/HST # R100769918 / QST# 1013458720

Complete this form and submit with payment to:  
The CPA National Office, c/o Certification  
1600-250 Bloor Street East, Toronto, ON M4W 1E6  
OR  
Fax: 416-487-3384

For Assistance email: [certification@payroll.ca](mailto:certification@payroll.ca)  
Phone: 416-487-3380 / 1-800-387-4693 ext: 272

**NSF Cheques:** A \$25 charge will be applied to cheques that are returned due to "Not Sufficient Funds" (NSF) or stopped payment. The CPA may withhold further services until payment of the NSF charge is received.

**Privacy Policy:** The CPA does not sell trade or disclose personal information to third parties. We do however distribute information about products and services, such as legislative updates, events and professional development programs. If you **DO NOT** wish to receive such communications from The CPA, please indicate so below:

**I do not wish to receive such information from The CPA**

**Cancellation / Withdrawal information:**

- cancellation of registration or course withdrawals are only accepted prior to mid-term exam (career colleges only) or the end of the third week of course (all other formats)
- refund of course fees, less a \$150 cancellation fee, will only be processed upon receipt of a completed withdrawal form

REGISTRATION FEE		5% GST (AB, BC, MB, NT, NU, SK, YT)	5% GST + 9.975% QST (QC)	13% HST (ON)	15% HST (NB,NL,NS, PE)
<input type="checkbox"/> Full-time Student	\$340.00**	\$357.00	\$390.92	\$384.20	\$391.00

\*\* If you or your company is GST exempt, a certificate of exemption is required.

