

# Classroom Registration – Part-time

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

**STUDENT DATA** (please print)

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

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

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

**ORGANIZATION ADDRESS\***

Organization Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

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

**HOME ADDRESS\*** – Mandatory

Address: \_\_\_\_\_

(Delivery is not available to PO Boxes due to size of learning materials)

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

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

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

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

**Preferred Mailing Address:**  Business  Home

All correspondence from the CPA will be sent to your preferred address

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

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, or online at [www.payroll.ca](http://www.payroll.ca))

**Registration Fee Summary**

Please read the following CAREFULLY before choosing registration fees.

- **Current member:** choose this option if you are a current member of The CPA through an individual or organization membership
- **One-year Membership & Course:** If you are not currently a member of The CPA, you must choose this option. In choosing this option, \$205.00 (+ applicable taxes) of the total fees paid will be applied towards a one-year associate membership with The CPA, renewable annually. For more information on The CPA membership, visit [www.payroll.ca](http://www.payroll.ca)

**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

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

**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

**Withdrawal information:**

- 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
- **Membership fees are non-refundable**

REGISTRATION FEE (Please check ONLY one.)		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"/> Current CPA Member	\$340.00*	\$357.00	\$390.92	\$384.20	\$391.00
<input type="checkbox"/> One-year Membership & Course	\$545.00**	\$572.25	\$626.61	\$615.85	\$626.75

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

\*\* Price includes course registration and a one (1) year membership to the CPA.

