

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)

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, **\$200.00** (+ 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

PAYMENT INFORMATION

Amount Enclosed: _____
(See Registration Fee table. Postdated cheques not accepted.)

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

If paying by credit card, please register online at:
www.payroll.ca/CPA/en/CPAEvents/RecognitionEvents/PCMPListing.aspx

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
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 | \$540.00** | \$567.00 | \$620.87 | \$610.20 | \$621.00 |

* 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.

