

Classroom Registration – CPM

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)

Introduction to Payroll Management (prerequisites: PCP certification & Payroll Experience Prerequisite)

Applied Payroll Management (prerequisite: Introduction to Payroll Management)

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)

PAYMENT INFORMATION

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

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

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 before the third week of course
- refund of course fees, less a \$150 withdrawal 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"/> Current CPA Member	\$440.00**	\$462.00	\$505.89	\$497.20	\$506.00

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

