

Please mail to **TAPE Educational Services, 180 Bloor Street West, Suite 1204, Toronto, ON, M5S 2V6**, or fax to 416.929.3504.
To register for more than six modules, please copy this form or visit us at www.tapestudies.com to print off another form.
Telephone: 416.929.3396 or 1.877.270.8273 (toll-free).

Name _____ Email Address _____

Title / Position _____ Organization _____

Home Address _____

City _____ Province / State _____ Postal Code _____

Work Address _____

City _____ Province / State _____ Postal Code _____

Home Phone _____ Work Phone _____

How did you hear about TAPE? _____ Approving Manager's Name: _____

Priority Code[†] (if applicable): _____

†Priority code(s) can be found on some promotional materials.

Privacy Policy and Consent:

TAPE Educational Services Inc. is committed to the protection of personal information, in compliance with the Privacy Act. Any personal information you provide to us will be used for the purpose of providing you with the services for which you have contacted us. By filling out and signing this form, you consent to our collection and use of that personal information for that purpose, and permit disclosure of certain personal information to instructors who teach you and to service providers who assist us with the administration, communication and marketing of our services to you. For further details, please visit our website at www.tapestudies.com.

Code & Module/Course Title	Date	Fee	Reward* Amount	HST	Price (with HST)
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

Note: TOTAL PAYMENT MUST ACCOMPANY REGISTRATION.

TOTAL AMOUNT \$

PAYMENT INFORMATION

To guarantee participation, a valid credit card number must accompany all registrations.

Your card will not be charged if you indicate on the registration form that you wish to pay by another method; however, please note that your card will be charged if full payment is not received at least *two weeks prior* to the beginning of your class.

Preferred payment method:

CASH
 CHEQUE
 MONEY ORDER
 MASTERCARD
 VISA

CARD HOLDER NAME _____ CARD NUMBER _____ EXPIRY DATE _____

SIGNATURE _____ DATE _____

*TAPE Rewards – Individuals

A 10% savings for self-funded individuals who are (a) valid OASW Members or (b) valid St. Michael's Blue Card holders is available for any one module per Certificate Program.

*TAPE Rewards – Organizations

If you wish to register five or more individuals, please contact the TAPE office.

FOR INTERNAL USE ONLY

EXTENSIONS FOR ONLINE COURSES:

Course extensions for online courses are normally not granted. Under exceptional circumstances TAPE may grant a one-week extension to allow a student to complete the requirements of a course. An application for extension must be made in writing *before* the end date of the course.

REQUESTING SPECIAL ACCOMMODATIONS FOR DISABILITY (ADA):

TAPE, in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), is committed to granting reasonable access and testing accommodations for participants who have a disability and can document the effect of their disability on their ability to fully participate in classes, including testing under standard conditions. This documentation must be submitted in writing to the Director of Education at b.traubwerner@tapestudies.com no later than two weeks prior to the beginning of each program of study. It is the candidate's responsibility to identify the nature of the accommodation required. All accommodations must respect the dignity of candidates while preserving the integrity of the program of study, and all candidates must satisfy the requirements to obtain a Certificate of Professional Development.

GRIEVANCES:

Any grievances about TAPE's courses or programs, course content, teaching faculty, staff, facilities or other issue(s) related to the module delivered should be forwarded to TAPE's Director of Education, Beatrice Traub-Werner, at b.traubwerner@tapestudies.com or the postal address on the back cover. TAPE is committed to reviewing all grievances and to working with program participants to resolve any issues brought to our attention. We will assess all grievances within five working days, seeking input from the grievant to ensure adequate resolution.

ISSUING A DUPLICATE CERTIFICATE:

The fee to issue a Certificate of Professional Development stamped "Duplicate" is \$100.00 + HST.

EDUCATIONAL TAX CREDITS:

Upon request, a Tuition and Education Certificate (Form T2202A) will be issued to participants who have completed individual modules or full Certificate Programs. Please ensure that you are eligible for this income tax deduction. Only self-funded participants in **face-to-face programs** who are **living in Ontario** are eligible for T2202A tax receipts. Note that participants will receive T2202A forms only for the amount that they pay to TAPE directly.

PRIVACY POLICY AND CONSENT:

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COPYRIGHT:

Permission to use copyrighted material is the responsibility of instructors. Copyright for online courses is owned by TAPE or co-owned by the instructor(s) and TAPE. Copyrighted material shall not be used, copied, distributed, sold or otherwise appropriated without the corresponding permission.

CANCELLATIONS & TRANSFERS:

TAPE reserves the right to cancel or postpone modules, courses or programs at its discretion. On such an occasion, each participant may either transfer his/her tuition fee to another module, course or program, or receive a full tuition fee refund.

A participant who for any reason cancels his/her registration at least two weeks prior to the start of the class for which he/she is registered will be refunded the tuition fee minus a \$75.00 (+ HST) administration charge. All cancellations must be received *in writing* by email, fax or mail before the deadline. No refunds will be issued for cancellations received less than two weeks prior to the start of class or for any missed classes. Eligible refunds will be processed within 30 days of TAPE's receipt of the request.

A participant who wishes to transfer tuition fees from one module to another may do so up to one week prior to the start date of the module for which he/she is currently registered. After the two-week deadline, such requests will be granted but with an administration fee of \$25.00 (+ HST).

TAPE is not responsible for participants' travel costs for cancelled modules. Please ensure that travel arrangements are refundable or insured in case of module cancellation.

For the **Associate Certificate in Workplace**

Conflict: Refunds, minus a \$75 + HST administrative fee, will only be provided to students who submit cancellations in writing *no less than 10 days* prior to the start of the course. **After this period no refunds will be provided.**

ADVANCE BOOKING:

Participants may choose to reserve space in a module or course by booking it over the phone, by fax or by email. However, *bookings that are not paid for in full will automatically expire two weeks prior to the start of class.*

PAYMENT:

Payment may be made by cheque, money order or credit card (MasterCard or Visa). Same-day registrations and payments are subject to a fee of \$75.00 + HST and can be made by cash, agency cheque or credit card. No personal cheques will be accepted on the day of the module.

COMMUNICATION:

In the days leading up to the start of class, please visit our website, **check your email** and retrieve voice messages to ensure that you receive the most accurate and up-to-date information.

Every effort is made to ensure the accuracy of teaching materials and all information about programs, courses and modules.

The accuracy of content presented in class is the instructor's responsibility. TAPE assumes no responsibility for errors or omissions. The views and opinions of instructors do not necessarily represent those of TAPE and its management team.

COURSE MATERIALS:

In hard copy, TAPE will provide participants with the module agenda, the syllabus and copies of course slides. All other course materials will be provided for download over the internet two business days before the start of the course. Registered participants will be sent a link by email, giving them access to assigned course materials. Students may make one printed copy of the materials for their own use. Once materials have been downloaded, there will be no possibility of transfer or withdrawal unless the course is cancelled by TAPE.