



# Standard Registration Form

Please mark the course for which you are registering with an **X**

**Municipal Administration Program (MAP)** \$367.25 each (325.00 + 42.25<sup>HST</sup>)

Unit 1     Unit 2     Unit 3     Unit 4

**Municipal Accounting and Finance Program (MAFP)** \$367.25 each (325.00 + 42.25<sup>HST</sup>)

Unit 1     Unit 2

**Municipal Law Program (MLP)** \$367.25 each (325.00 + 42.25<sup>HST</sup>)

Unit 1     Unit 2     Unit 3     Unit 4

**Primer on Planning Course (POP)** \$344.65 each (305.00 + 39.65<sup>HST</sup>)

**MAP, MAFP, MLP and POP courses are offered by Correspondence twice per year:**

Fall Schedule – Registration opens July 2<sup>nd</sup>

Winter Schedule – Registration will open December 1<sup>st</sup>

**Schedules are posted when registration opens** [www.amcto.com](http://www.amcto.com)

## Personal Information

AMCTO Student or Member Number: \_\_\_\_\_

Name: \_\_\_\_\_ Municipality/Organization: \_\_\_\_\_

Title: \_\_\_\_\_ The following address is my:    **Business**     **Residence**

**Please provide a complete address:**

Street Name/Number: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Payment must accompany registration form.

Fees include the Unit Materials and HST #R106732936

### Payment Options:

**1** Please complete the form and mail payment by cheque made payable to:

AMCTO 2680 Skymark Avenue, Suite 910, Mississauga, ON L4W 5L6

**2** You may fax this form to 905-602-4295 if you are paying by VISA or MASTERCARD

Name of Cardholder: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Amount: \_\_\_\_\_ Signature: \_\_\_\_\_

**Personal Information Protection Policy:** This information is collected in accordance with the provisions of the AMCTO's Personal Information Protection policy for the purposes of processing your registration and material delivery. This information is not shared, sold or distributed and is maintained in a confidential and secure manner. Further information about this policy is available on the AMCTO website at [www.amcto.com](http://www.amcto.com).

**Refund Policy:** A student who cancels from any Unit before the first scheduled assignment due date is entitled to a partial refund of fees less an administration charge of \$56.50 (includes HST). In order to receive the partial refund, you must return the unit materials in the same condition as received to AMCTO and include your written notice of cancelling. Unfortunately, AMCTO cannot accept the materials if they are not in the same condition as you received them. In this case, please keep the materials. You still must send your written notice to AMCTO and the total cancellation fee from the Unit will be \$141.25 (includes HST). No refunds will be granted for cancellations received after the first scheduled assignment due date. A student cannot transfer their registration or payment to a later date.

**Prices are Subject to Change Without Notice.**