



Professional Certificate Courses from University of Guelph, Open Learning and Educational Support (OpenEd) in partnership with Ontario Association of School Board Officials (OASBO)

## REGISTRATION FORM: Elective and Certificate Courses - 2018

1. Please print one form for each course for which you would like to register (e.g., Print two [2] forms for two [2] courses).
2. Please clearly print within each field and mark an "X" in the box(es) that apply to your registration.
3. Please submit the form through one (1) of the following methods: **PHONE:** 519-767-5000 / **FAX:** 519-767-1114 / **MAIL:** Open Learning and Educational Support (OpenEd), University of Guelph, 160 Johnston Hall, Guelph, ON, N1G 2W1

| PERSONAL INFORMATION                     |  |
|--|--|
| <b>First &amp; Last Name:</b>            | <b>School Board</b> (or Employer):   |
| <b>Title/Position:</b>                   | <b>Home Phone:</b>   |
| <b>Email Address:</b>                    | <b>Business Phone:</b>   |
| <b>Personal Mailing Address:</b>         | (Please includes street address, city, province, postal code and unit/suite/P.O. /etc. as applicable)      |
| <b>School Board or Employer Address:</b> | (Please includes full street address, city, province, postal code and unit/suite/P.O. /etc. as applicable) |

| PLEASE REGISTER ME FOR THE FOLLOWING COURSE:  |
|---|
| <input type="checkbox"/> <b>Customer Service and Community Relations: July 9-13, 2018</b> ( <i>Certificate in Pupil Transportation Management</i> )                           |
| <input type="checkbox"/> <b>Ontario School Board Governance: July 9-13, 2018</b> ( <i>Certificate in Information &amp; Communication Technology Management</i> )              |
| <input type="checkbox"/> <b>Privacy Protection, Data Security, and Risk Management: July 9-13, 2018</b> ( <i>Certificate in Information Management, Privacy, and Access</i> ) |
| <input type="checkbox"/> <b>Strategic Leadership and Employee Engagement: July 16-20, 2018</b> ( <i>Certificate in Facilities Management</i> )                                |
| <input type="checkbox"/> <b>Healthy Workplaces: July 16-20, 2018</b> ( <i>Certificate in Human Resources Management for School Board Administration</i> )                     |
| <input type="checkbox"/> <b>Healthy Workplaces: July 16-20, 2018</b> ( <i>Certificate in Disability Management and Attendance Support</i> )                                   |
| <input type="checkbox"/> <b>Principles of Supply Chain Management: July 16-20, 2018</b> ( <i>Certificate in Supply Chain Management</i> )                                     |

**APPLY TO GRADUATE**  YES  NO

Upon completion of this course, I will have successfully fulfilled the requirements for all four courses in the program and will be eligible to receive the Certificate associated with the course indicated above.

| PAYMENT:   | METHOD OF PAYMENT:  |
|--|---|
| <input type="checkbox"/> <b>Early Bird Tuition Fee: \$855.00</b><br>(Up to 30 days prior to the course start date) | <input type="checkbox"/> <b>Cheque</b> (made payable to the University of Guelph) |
| <input type="checkbox"/> <b>Regular Tuition Fee: \$895.00</b>  | <input type="checkbox"/> <b>Debit</b>   |
|  | <input type="checkbox"/> <b>MasterCard</b>  |
|  | <input type="checkbox"/> <b>VISA</b>  |
| <b>SUBTOTAL</b> _____  | <b>Card #:</b> _____  |
| <b>Bursary Donation</b> _____  | <b>Expiry</b> _____ <b>3-Digit</b>  |
| <input type="checkbox"/> Virginia L. Gray Memorial Bursary   | <b>Date:</b> _____ <b>Security Code:</b> _____                                    |
| <input type="checkbox"/> Open Learning and Educational Support Bursary   |   |
| <b>TOTAL REMITTANCE</b> _____  |   |
| <b>Cardholder's Name:</b> _____  | <b>Cardholder's</b>   |
|  | <b>Signature:</b> _____   |

**Refund Policy:** Registrants who have to withdraw from the course will receive a refund, less a \$100.00 administration fee, provided written notification is received by the University of Guelph's Open Learning and Education Support within 31 days prior to the registration deadline. No refunds will be issued after this date; however, substitute participants are welcome. Please note that parking fees are non-refundable.

**Protecting Your Privacy:** We are committed to protecting your privacy. Personal information that you provide to the University is collected pursuant to the University of Guelph Act (1964). The personal information collected on this form will be used for registration purposes, for creating learner profiles and for sending you relevant Open Learning information we believe may be of interest to you. For further information or to find out how to opt out of receiving future Open Learning information, call us at 519-767-5000 or visit:

[www.OpenEd.uoguelph.ca/privacy](http://www.OpenEd.uoguelph.ca/privacy).