



REGISTRATION FORM (Core Courses)

Diploma in School Board Administration

In Partnership with Ontario Association of School Board Officials (OASBO)

1. Please ensure registration is open for the course of interest (www.SchoolBoardAdmin.com)
2. Print one form for each course for which you would like to register (e.g. Print 2 forms for 2 courses).
3. Please print clearly within each of the open fields; mark "X" in the boxes that apply to your registration.
4. Please submit the form through one of the following methods:

MAIL: Attn: Program Manager
 Open Learning, University of Guelph,
 160 Johnston Hall, Guelph, ON, N1G 2W1

FAX: (519) 767-1114
PHONE: (519) 767-5000

PERSONAL INFORMATION:

First & Last Name:		School Board / Employer:	
Title/Position:		Home Phone:	
Email Address:		Business Phone:	
Personal Mailing Address:	(Please includes street address, city, province, postal code and unit/suite/P.O./ etc. as applicable)		
School Board / Employer Address:	(Please includes full street address, city, province, postal code and unit/suite/P.O./ etc. as applicable)		

PLEASE REGISTER ME FOR THE FOLLOWING COURSE:	APPLY TO GRADUATE:
<input type="checkbox"/> Introduction to School Board Administration	<input type="checkbox"/> YES <input type="checkbox"/> NO Upon completion of this course, I will have successfully fulfilled the requirements for all ten courses in the program and will be eligible to receive the Diploma in School Board Administration.
<input type="checkbox"/> Financing of Education in Ontario	
<input type="checkbox"/> Legal Governance	
<input type="checkbox"/> Leadership and Ethics	
<input type="checkbox"/> Operational Resource Management	
<input type="checkbox"/> Communication Management	

PAYMENT: METHOD OF PAYMENT:

<input type="checkbox"/> Course Fee: \$995.00	<input type="checkbox"/> Cheque (payable to University of Guelph)
SUBTOTAL: _____	<input type="checkbox"/> Debit
Bursary Donation: _____	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Virginia L. Gray Memorial Bursary	<input type="checkbox"/> VISA
<input type="checkbox"/> Open Learning and Educational Support Bursary	Card #: _____
TOTAL REMITTANCE: _____	Expiry Date: ____ / 3-Digit Security Code: _____
	Card Holder's Name: _____
	Card Holder's Signature: _____

Refund Policy: Course Cancellations / Course Postponements:

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 prior to the registration deadline. No refunds will be issued after this date; however, substitute participants are welcome. Open Learning and Educational Support reserves the right to change or cancel a course at any time. When it is necessary to cancel or postpone a course, Open Learning and Educational Support will make every effort to notify all participants. It is important that you provide your home and business telephone numbers and email address when registering. In such cases, the paid course fee(s) will be refunded. Open Learning and Educational Support's liability is limited to the reimbursement of paid course fee(s). Open Learning and Educational Support will not be responsible for travel or other related expenses incurred by the registrant. 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.