

Classroom Registration – Full-time

Date: _____

STUDENT DATA (please print)

NPI Number (if applicable): _____

First Name: _____

Last Name: _____

HOME ADDRESS* Mandatory

Address: _____

City/Province: _____

Postal Code: _____

Buzzer number: _____

Tel: _____

Email: _____

COURSE TITLE (choose one course)

Payroll Compliance Legislation

Payroll Fundamentals 1 (prerequisite: Payroll Compliance Legislation)

Payroll Fundamentals 2 (prerequisite: Payroll Compliance Legislation and Fundamentals 1)

Payroll Technology Practicum (prerequisite: must have completed PCL, PF1 and PF2). Currently available in class only in the Greater Toronto Area)

School: _____

Campus: _____

Start Date: _____

Registration form and payment (in Canadian funds only) must be received in full 5 days prior to the start of the course.

Printed course material can be purchased for \$100 plus applicable taxes (electronic course material (PDF) will be automatically provided with the course at no extra charge).

Classroom Students MUST first register and pay tuition to the college or university offering National Payroll Institute payroll course and then register and pay tuition to NPI (using this form).

PAYMENT INFORMATION

Amount Enclosed: _____

(See Registration Fee table. Postdated cheques not accepted.)

Cheque: Personal Organization Money Order

Payable to: National Payroll Institute

Note: We do not accept payments by Visa/MasterCard Debit.

We accept only (Visa, MasterCard and Amex)

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:
National Payroll Institute, c/o Professional 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

NSF Cheques: A \$25 charge will be applied to cheques that are returned due to "Not Sufficient Funds" (NSF) or stopped payment. NPI may withhold further services until payment of the NSF charge is received.

Privacy Policy: NPI 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 NPI, please indicate so below:

I do not wish to receive such information from NPI

Withdrawal information:

- Course withdrawals are only accepted by the end of the third week of course
- Refund of course fees, less a \$100 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"/> Full-time Student	\$350.00**	\$367.50	\$402.41	\$395.50	\$402.50

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