

TRANSFER REQUEST

Change of course start date

Student Name: _____

NPI Number:

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I request permission to defer my start date for the following online payroll course:

- Payroll Compliance Legislation
- Payroll Fundamentals 1
- Payroll Fundamentals 2
- Introduction to Payroll Management
- Applied Payroll Management
- Quebec Payroll Compliance 1
- Quebec Payroll Compliance 2

Original start date: _____

New start date: _____

Important: Please complete and return this form to NPI with full payment. Your request must be received before the midterm examination period. You must choose a new start date that falls within the same calendar year. Please retain your course materials if you have received them.

Signature: _____

Date: _____

Note: This form will only be processed with payment - please use the chart below to select the appropriate payment amount, including applicable taxes:

Fee	5% GST AB, BC, MB, NT, NU, PE, SK, YT	5% GST + 9.975 QST QC	13% HST ON	15% HST NB,NL,NS, PE	Tax Exempt
\$100.00	\$105.00	\$114.98	\$113.00	\$115.00	\$100.00

Payment Enclosed: Cheque/Money order or Credit Card

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

VISA / MC / AMEX Card #: _____
(circle one)

Expiry Date: ____ / ____
MM YY

Cardholder Name: _____

Cardholder Signature: _____

Please complete this form and return to:

Professional Certification
National Payroll Institute
1600 - 250 Bloor St. E.
Toronto, Ontario, M4W 1E6

Fax: 416-487-3384

For assistance email: certification@payroll.ca