

Date: _____

STUDENT DATA (please print)

NPI Number: _____

First Name: _____

Last Name: _____

HOME ADDRESS* Mandatory

Address: _____

City/Province: _____

Postal Code: _____

Buzzer number: _____

Tel: _____

Email: _____

All correspondence from the Institute will be sent to your preferred address

COURSE TITLE (choose one course)

☐ **Introduction to Payroll Management** (prerequisites: PCP designation & Payroll Experience Prerequisite)

☐ **Applied Payroll Management** (prerequisite: Introduction to Payroll Management)

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 \$100.00, plus applicable taxes. Electronic course material (PDF) will be automatically provided with the course at no extra charge.

Course Withdrawal Information:

Course withdrawals are only accepted prior to end of the third week of course. A refund of the course fee, less a withdrawal fee of \$100+tax, will only be processed upon receipt of a completed withdrawal form.

PAYMENT INFORMATION

Amount Enclosed: _____

(See Registration Fee table. Postdated cheques are 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 Accreditation
1600-250 Bloor Street East, Toronto, ON M4W 1E6
OR**

Fax: 416-487-3384

For Assistance email: accreditation@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. The Institute may withhold further services until payment of the NSF charge is received.

Privacy Policy: The Institute 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, please indicate so below:

☐ **I do not wish to receive such information from the Institute.**

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"/> Current NPI Member	\$749.00**	\$786.45	\$861.16	\$846.37	\$861.35

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