

## Classroom Registration – Part-Time

Date: \_\_\_\_\_

### STUDENT DATA (please print)

NPI Number (if applicable): \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

### HOME ADDRESS\* Mandatory

Address: \_\_\_\_\_  
(Material will not be delivered to P.O boxes)

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 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 10 days prior to the start of the course.**

Classroom Students MUST first register and pay tuition to the college or university offering NPI payroll course and then register and pay tuition to NPI (using this form, or online at [www.payroll.ca](http://www.payroll.ca))

**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

Please read the following CAREFULLY before choosing registration fees.

- **Current member:** choose this option if you are a current member of NPI through an individual or organization membership
- **One-year Membership & Course:** If you are not currently a member of NPI, you must choose this option. In choosing this option, \$99.00 (plus applicable taxes) of the total fees paid will be applied towards a one-year Candidate Membership with NPI, renewable annually. For more information on NPI membership, visit [www.payroll.ca](http://www.payroll.ca)

### 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](mailto: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.

Withdrawal information:

- Course withdrawals are only accepted before the end of the third week of course
- Refund of course fees, less a \$150 withdrawal fee, will only be processed upon receipt of a completed withdrawal form
- **Membership fees are non-refundable**

REGISTRATION FEE (Please check ONLY one.)		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	\$340.00*	\$357.00	\$390.92	\$384.20	\$391.00
<input type="checkbox"/> One-year Membership & Course	\$439.00**	\$460.95	\$504.74	\$496.07	\$504.85

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

\*\*Price includes course registration and a one (1) year membership to NPI.