



**2011 / 2012 REGISTRATION FORM  
FAX COMPLETED FORM TO (905) 881-8360**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Billing Administrator

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
email

<b>Programs</b>	<b>#</b>	<b>\$/per</b>	<b>Total</b>
Markham 1	<input type="text"/>	per chart	\$
Markham 2	<input type="text"/>	per chart	\$
Oakville	<input type="text"/>	per chart	\$
Toronto	<input type="text"/>	per chart	\$
Build Your Own	<input type="text"/>	per chart	\$

<b>Individual Courses</b>			
Per Attached	<input type="text"/>	\$ 140.00	\$

<b>Prepaid Swap Packages</b>			
		per chart	\$

Subtotal \$

13% HST 866592876RT0001 \$

**Total** **\$**

<b>Prepaid Swap Package Options</b>	
5 Swaps (Save \$10 each)	\$ 125.00
10 Swaps (Save \$12.50 each)	\$ 225.00
20 Swaps (Save \$15 each)	\$ 400.00
30 Swaps (Save \$17.50 each)	\$ 525.00

<b>Program Fees</b>		
1 to 10	\$	915.00
11 to 25	\$	895.00
26 +	\$	880.00

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
CSV

\_\_\_\_\_  
Expiry (mm/yy)

\_\_\_\_\_  
Name on card (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Sales Agent Code (if applicable)

**By submitting this form, I confirm that I agree to the terms and conditions of registration as set out in the attached document**

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2-146 West Beaver Creek Road, Richmond Hill, ON L4B 1C2 p 905.881.9285 f 905.881.8360 e info@ajag.ca

Please provide a list of all individuals who will make use of the seats which your firm / group is registering for. Each name **MUST** have a **UNIQUE** email address.

	LAST NAME	FIRST NAME	EMAIL ADDRESS
1			
2			
3			
4			
5			
6			
7			
8			
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11			
12			
13			
14			
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17			
18			
19			
20			
21			
22			
23			
24			
25			

**BUILD YOUR OWN PROGRAM - COURSE SELECTIONS**

	Program	Course	# of Seats
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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25			

## **TERMS AND CONDITIONS**

**1. Registrations** - Registrations are accepted on a first-come, first-served basis.

**2. Fees and Payments** - All fees are payable in full at the time of registration. Any individual, firm or group that has not paid in full prior to the course date will NOT be considered registered and will not be permitted to attend the course.

AJAG currently accepts VISA and MasterCard. Payment may also be made by way of currently-dated cheques payable to AJAG Management Inc. Post-dated cheques will not be accepted unless prior arrangements have been made with AJAG. HST of 13% will be added to all orders.

Overdue accounts will incur an interest charge of 1% per month on all outstanding balances. Should AJAG be required to pursue the collection of fees from any registrant, all costs incurred will be added to the outstanding balance.

**3. Course Materials** - Unless otherwise specified, registration fees will include all course materials. When required, materials will be sent to registrants via email. All course materials remain the property of the author and may NOT be reproduced without written consent. Course material is to be considered supplemental to the lecture and will contain appropriate disclaimers explaining its limitations.

Participants are entitled to ONE package of course material per session, and may NOT take multiple copies for any reason. Individuals who were registered for the session but who were unable to attend may contact AJAG and request that the course material be made available to them.

**4. Confirmations** - Confirmation of all registrations and Swaps will be sent electronically once they have been processed. If a confirmation is not received, please confirm enrolment by contacting AJAG or by logging in to your account.

Email reminders will be sent one week prior to each course. However, as internet service providers or a firm's own email server may block the delivery of AJAG's emails, AJAG will not be held responsible for the non-delivery of the reminder emails. Complete details of course dates and times are available on the website and should be reviewed regularly in advance of each session.

**5. Instructors** - Instructors scheduled for each session, as reflected in course descriptions, are subject to change without notice.

**6. Program or Course Cancellation** - AJAG reserves the right to cancel a course and/or program should enrolment be insufficient, or otherwise at their discretion. If this occurs, registrants will be notified and full refunds of all fees will be issued.

**7. Refunds and Cancellations** - Fees paid for programs are non-refundable after the program has commenced. Registrants are free to send substitutes to any course in their place. Cancellation requests for programs and individual course registrations must be received in writing at least two weeks prior to the start of the course or program in order to receive a full refund. Refunds will not be issued for cancellations with less than two weeks notice, however the registrant is free to send a substitute to the session.

Any unused prepaid swaps purchased through a prepaid swap package are non-transferable and will expire at the end of the program year to which they are associated. No refunds or credits will be available, nor are the unused swaps transferable to a future program year. A refund for a prepaid swap package may be requested in writing within three weeks of purchase provided none of the prepaid swaps from the package have been used.

Any refunds issued for orders paid by credit card will incur an administration fee of 5%.

**8. Substitutions** - As registration for a course or program reflects the reservation of a seat and not the registration of a specific individual, a substitute may be sent to the course in place of the registrant. In order for the substitute to receive credit for having attended the course, they must be registered with AJAG by their group administrator as a participant of that same group.

**9. Attendance** - Attendance sheets will be available on each table at the session. In order for a participant to receive credit from AJAG for their attendance, the attendance sheet must be signed and all other requested information provided. Attendance records will not be altered for any reason other than a clerical error. Should a participant forget to sign the attendance sheet provided, attendance will not be credited. Participants may NOT sign the attendance sheets on behalf of others. If this situation comes to the attention of AJAG, the attendance record will be deleted.

**10. Location Transfers / Swaps** - In order to attend a course offered at a location other than the one originally registered for, a Seat Swap must be processed IN ADVANCE OF THE SESSION and the appropriate fee paid. Click here for more information on Seat Swaps. If a registrant attends a course for which they are not registered, the regular course fee of \$140 plus HST will be charged.

**11. Certificate of Attendance** - Attendance records are compiled from sign-in sheets collected at each course. As these sheets are available on each table at the venue, the sign-in process is on the honour system. As such, we do NOT warrant or certify that the individual listed in our attendance records actually attended the above noted sessions, nor can we confirm whether they attended the full session. Attendance records will be updated within one week of the presentation of the course. Each registrant may log into their account to view and print their certificate at any time.

Under no circumstances will attendance be credited without a signature on the attendance sheet.

Registrants may record professional development hours from non-AJAG sources in order to assist in tracking their PD requirements. AJAG is not responsible for the accuracy of this information.

**12. Scheduling** - The order of presentation of the courses for a particular program, course locations and dates are subject to change. Advance notice of any changes will be sent to all registrants by email.

**13. Consent to Use of Image or Likeness** - From time to time, AJAG may take still photographs or video of sessions for promotional or other purposes.

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All attendees agree to the incidental use of their likeness or image in any photographs or videos.









