

Classroom Registration – Part-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)

☐ Applied Payroll Software (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).

Registration Fee Summary

Please read the following CAREFULLY before choosing the fee.

Current member: choose this option if you are a current member of the Institute through an individual or organization membership.

One-year Membership: If you are not currently a member of the Institute you must choose this option. In choosing this option, \$110 (plus applicable taxes) will be applied towards the one-year Student Membership with the Institute, renewable annually.

Organization's Roster: If you are part of an organization's roster under a non-paying membership category (e.g. viewers), please do not use this form to register. Instead, please register online or contact our office for assistance with your registration. For more information on membership, visit 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 Accreditation
1500S-175 Bloor St. East, Toronto, Ontario M4W 3R8
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 from the Institute, please indicate so below:

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

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 (Please check ONLY one.)		5% GST (AB, BC, MB, NT, NU, SK, YT)	5% GST + 9.975% QST (QC)	13% HST	15% HST (NB, NL,	14% HST (NS)
☐ Current National Payroll Institute Member	\$375.00*	\$393.75	\$431.16	\$423.75	\$431.25	\$427.50
☐ One-year Membership & Course	\$485.00*	\$509.25	\$557.63	\$548.05	\$557.75	\$552.90

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