

Registration Form

Corporate Training Centre

244-6340 | corporate@sbccollege.ca | www.sbccollege.ca/corporate

(Please Print)

Name: _____ Date: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Please indicate your training objective/s below:

Course Title

Course Level
(if applicable)

Course Date

Course Title	Course Level (if applicable)	Course Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please sign below to confirm your registration and acknowledgment of the cancellation policy on page 2. *Thank you.*

**Required
Signature:** _____

For a course calendar, please call us at 306-244-6340 or visit www.sbccollege.ca/corporate

Registration Process Details

4 Easy Steps

Step 1: SUBMIT YOUR FORM. Forward a completed and signed copy of your registration form to Saskatoon Business College's Corporate Training Division by Fax, Mail or Email.

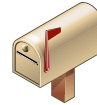
Option 1

Submit via **Fax** to:
(306) 652-4888
Attn: Corporate



Option 2

Submit via **Mail** to:
Saskatoon Business College
Attn: Corporate
221 Third Avenue North
Saskatoon, SK S7K 2H7



Option 3

Submit via **Email** to:
corporate@sbccollege.ca



Step 2: RECEIVE YOUR INVOICE. SBC will process your registration and you will receive an email with your invoice/service agreement and payment options details.

Step 3: MAKE YOUR PAYMENT. Review your invoice to ensure that your information has been recorded accurately, then sign and return a copy to SBC along with your payment.

Step 4: SAVE YOUR DATE/s. We recommend writing your training dates and the cancellation deadline on your calendar. This will help you to avoid a last minute cancellation that could lead you to a penalty charge.

Cancellation Policy Details

Important to Remember

IF YOU NEED TO CANCEL

SBC requires verbal or written notice if you wish to withdraw from a course. If that notice is received 14 or more business days prior to the start of the course, you are eligible for a full refund. If that notice is received less than 14 business days prior to the start of the course, you will be charged the full amount of your course unless you are able to find a replacement.

IF TRAINING IS CANCELLED

SBC reserves the right to cancel or reschedule a program due to insufficient enrolment or other just causes beyond control. You will be notified at least 7 business days in advance if a course is cancelled. Should you not be able to attend on the newly scheduled date by SBC - you will be offered a full refund or an alternate date if available.

Contact us with questions or for more information.