

Registration Form

3 WAYS TO REGISTER

EMAIL:
hlln@yorku.ca
FAX TO:
+1 416-736-5078

MAIL TO:
Health Leadership & Learning Network
Calumet College, Room 203
York University, 4700 Keele Street
Toronto, ON M3J 1P3, Canada

OFFICE USE ONLY

Have you previously taken a Health Leadership & Learning Network (HLLN) program? Yes No

Enter Program Information You Are Registering

Program Name

Session Date

Delivery Mode: In-person Online (incl. live webcasts, self-directed content or both) Hybrid program (in-person & online)

Complete The Registrant Information

First Name Last Name Date of Birth (Month/Day/Year)
*Required for online programs

Company Title Your Professional Designation

Your Home Address City Province/State Postal Code

Country (if from outside of Canada) Home/Mobile Phone (if number is from outside of Canada, please include country code) Email

Please specify if you require accessibility assistance (Please read the accessibility services section of this document - Page 2)

Payment Instructions

HLLN must have a 15% of the program fee to reserve a seat (Exemptions: For Summer Institute programs it is a 25% of the program fee) Payment is due in full 5 business days before the program start date (for Summer Institute program payment is due in full 1 month before the program start date). Mail a cheque or money order, or complete the Credit Card Authorization section on this form. Cheques and money order must be payable to York University - HLLN. Paying by cheque is not available 2-week prior to program start date. Groups from one organization must register at the same time. If you require payment installments, please contact HLLN office at hlln@yorku.ca

Additional Costs (optional only with some of our certificate programs)

Digital Credentials (DC) (Check the box, if required and identified on program page)

Indicate #..... of digital credentials, at \$20 per digital credential + 13% HST *SOME PROGRAMS INCLUDE 2 DCs

PLEASE NOTE:
*HLLN can only issue digital credentials with the following programs (some include 2 DCs): Patient Navigation (2 DCs), Advanced Patient Navigation(2 DCs), Cultural Safety for Health Coaches (1 DC), Motivational Interviewing (1DC), Lifestyle & Wellness Health Coach (2DCs) and Chronic Disease Management Health Coach (2 DCs).
* To earn the DC(s) must complete your program and pass a short online-test
* You can pay for the digital credential(s) before or after you completed the program (the DC fee is non-refundable)
* To learn about HLLN's digital credentials visit our website: hlln.info.yorku.ca/digitalcredentials/

Continue to next page for payment method(s)

Your Initials
Continue to page 2

Program Payment Option

.....
Promo Code (if applicable)

.....
York University Student Number (if applicable)

*ALL FEES ARE IN CANADAN DOLLARS

Specify if you are paying: Full Fee Deposit (15% of the program fee) **Amount \$** +
(insert fee) (13% HST)
*For "Summer Insitute programs" the deposit is 25% *Include Program Fee and Digital Crdential(s) if applicable

Payment Method

Visa

Mastercard

Personal Cheque/Money Order

Cheque from my organization

(Please send cheque via mail. Paying by cheque is not available 2-week prior to program start date)

PLEASE COMPLETE THE NEXT SECTION IF PAYING BY CREDIT CARD

\$
Transaction Amount **CC#** **Expiry Date (Month/Year)**

.....
Card Holder

.....
Signature

Accessibility Services

The Health Leadership & Learning Network aims to create a community that is inclusive of all persons and treats all members of the community in an equitable manner. In creating such a community, HLLN aims to foster a safe environment of mutual respect among our students, alumni, faculty and staff. In working toward this goal, HLLN will work to provide assistance to our students, alumni, faculty and staff where possible, so that they may share the same level of access to our opportunities, programs, events. In circumstances where assistance is not possible, we will do our best to refer you to alternative resources. Please contact us at hlln@yorku.ca if you require accessibility assistance, before you enrol in any of our programs or events. We can work with you to determine if it is within our capabilities to support you on an individual case by case basis.

Registration Details

Program Content: Please note all programs have been designed according to Canadian standards. York University and HLLN do not warrant compliance with any other standards, and **International professionals** are advised to confirm with your national/local boards, ministries, organizations or any authorized institution, if HLLN's programs content comply with your countries' practices and standards. **Transfers/Cancellations/Refunds:** We will make every effort to present the program as advertised, but it may be necessary to change the dates, location, speakers, or content with little or no notice. Fees, dates, locations, speakers, and content are subject to change. Learners are expected to make their own travel arrangements (visa, accommodation, flights, etc.). In the event of a program cancellation by HLLN, York University liability is limited to the reimbursement of paid tuition fees only. Any monies not recovered by an individual in connection to accommodation or travel is not reimbursed by York University.

Written notice received by hlln@yorku.ca *	Certificates (excl. Summer Institute programs)	Summer Institute Programs
Voluntary Cancellations From 10+ business days in advance of the program start date will be subject to an administration fee	CAD \$75	CAD \$1000
Voluntary Cancellations Less than 10 business days in advance of the program start date will be subject to an administration fee	Non-refundable	Non-refundable
Transfer Fees (+HST) From 10+ business days in advance of the program start date Transfers will be scheduled for the next program date at the same location	The first transfer is free; a subsequent transfer will be subject to a transfer fee of CAD \$75	N/A
Transfer Fees (+HST) Less than 10 business days in advance of the program start date will be subject to an administration fee	CAD \$125	N/A

* Digital Credentials fees are non-refundable

* All written notice/email must be sent to hlln@yorku.ca. Written or verbal notice received by instructors is not valid.

* For HLLN's full program policy & disclaimer, please visit: hlln.info.yorku.ca/policy

Please Check & Insert Your Initials

I have read and agreed to the details listed in the "Accessibility Services, Registration Details" sections of this form and [HLLN's program policy and disclaimer](#).

I meet the program prerequisites (If you are unsure you meet the program prerequisites, please contact us. Please note: You may be asked to provide additional information to confirm your eligibility)

Your Initials