

Registration Form Professional Certificates & Summer Institutes

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

*ALL REQUIRED FIELDS MUST BE FILLED IN

Enter Program Information You Are Registering For

*Please select the type of program:

[Professional Certificate](#) [Summer Institute](#)

*Program Name

*Please identify program(s) and start dates of the program(s) that are required for the Professional Certificate (PC)

PLEASE NOTE:

* To reserve a seat registrations must be received 5 business days before program start date. Late registrants may be reviewed on a-case-by-case basis

* Some of our PC programs include more than one program, this is the case of our **Health Coach Professional Certificate & Patient Navigation Professional Certificate** (please indicate all the start dates of the programs required for these PC programs)

*Please explain in 150 characters or less, your motivation for wanting to study the Professional Certificate.

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)

Continue to the next page for payment instructions and method(s)

* Your Initials

Registration Form Professional Certificates

*ALL REQUIRED FIELDS MUST BE FILLED IN

Please answer the following question, ONLY if you reside within Ontario.

Have you filed for Ontario Student Assistance Program (OSAP): Yes No NA

* OSAP s open to Ontario residents of any age who are:Canadian citizens, permanent residents, or protected persons.

* To learn about OSAP please click on the link: www.ontario.ca/page/learn-about-osap

* Please note only some of HLLN's programs may qualify for OSAP funding.

* Payment policies apply, see section "Payment Policy for OSAP", page 4 of this document.

Payment Instructions, if you reside within Canada

HLLN's offers different payment options for its Professional Certificates (PC) :

a) For Cancer Coaching PC & Summer Institute, Clinical Leader PC, Director of Care in Clinical Leader PC, Program Evaluator PC & Summer Institute, Decision Support PC and Psychological Health & Safety PC.

For PCS, HLLN must have have 15% of the program fee or \$150, whichever is higher, plus 13%HST. Payment is due in full **5 business days** before the program start date.

b)For Health Coach PC and Patient Navigator PC participants can choose any of the following options:

BUNDLE OPTION (A) you must pay the **full fee upfront**; BUNDLE OPTION (B) or PAY AS YOU GO, payment is due in full **5 business days** before the program start date. Please contact hlln@yorku.ca for more information about the Bundle Options.

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. For assistance please contact hlln@yorku.ca

Payment Instructions, if you reside outside of Canada

HLLN's offers different payment options for its Professional Certificates (PC) :

a) For Cancer Coaching PC & Summer Institute, Clinical Leader PC, Director of Care in Clinical Leader PC, Program Evaluator PC & Summer Institute, Decision Support PC and Psychological Health & Safety, students outside of Canada must pay the **FULL** fee upfront, deposits do not apply. Payment is due in full **7 business days** before the program start date.

b)For Health Coach PC and Patient Navigator PC participants can choose any of the following options:

BUNDLE OPTION (A) you must pay the **full fee upfront**; BUNDLE OPTION (B) or PAY AS YOU GO, payment is due in full **7 business days** before the program start date. Please contact hlln@yorku.ca for more information about the Bundle Options.

Credit card payments only. Paying by cheque or money order is not available. For assistance please contact hlln@yorku.ca

Program Payment & Method - All fees in Canadian Dollars

For Health Coach PC or Patient Navigator Professional Certificates ONLY (for other programs go to the next page)

<p>*Choose Payment Option :</p> <p><input type="checkbox"/> Bundle OPTION (A) - full fee upfront</p> <p><input type="checkbox"/> Bundle OPTION (B)</p> <p><input type="checkbox"/> Pay as you go</p>	<p>PLEASE NOTE: BUNDLE PAYMENT OPTIONs only apply with the following programs:Health Coach PC and Patient Navigator PC</p>
<p>*Program fee</p>	<p>\$</p>
<p>*Add 13% HST (all students must add 13% HST, incl. international students)</p>	<p>plus \$</p>
<p>*TOTAL REGISTRATION FEE</p>	<p>\$</p>

Continue to the next page for payment methods for other Professional Certificates & Summer Institute programs

* Your Initials
Continue to page 3

Registration Form Professional Certificates

*ALL REQUIRED FIELDS MUST BE FILLED IN

For all the other Professional Certificates & Summer Institutes programs (for Health Coach and Patient Navigator PC go to page 2)

*Choose Payment Option: <input type="checkbox"/> Total registration fee (if you reside outside of Canada you must pay the full fee) <input type="checkbox"/> Deposit only (ONLY if you reside within Canada, 15% of the program fee or \$150, whichever is higher, plus 13%HST)	
*Full Program Fee (as advertised on website)	\$
Deduct Promotional Discount (if applicable) *Enter Promo Code (if applicable) *York University Student Number (if applicable)..... * Are you a HLLN alumni? (if applicable) HLLN students qualify for 5% discount on program fees of <or=\$600 OR 7% discount on program fees of >\$600	minus \$ Please note: discounts are not accumulative. If you qualify for more than one of our discounts, apply the highest one
*Add 13% HST (all students must add 13% HST, incl. international students)	plus \$
*TOTAL REGISTRATION FEE	
\$	

Payment Method - All Programs

*Choose Payment Method: <input type="checkbox"/> Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Card Number: Expiry Date (MM/YY):	*Enter Transaction Amount: Card Holder Name Signature
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Other payment methods, ONLY if you reside within Canada program start date is more than two weeks away from registration

- Personal Cheque/Money Order sent by mail
- Cheque from my Organization sent by mail

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.

Continue to the next page...

* Your Initials

Continue to page 4

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*	Details
Voluntary Cancellations From 10+ business days in advance of the program start date will be subject to an administration fee	\$150 plus 13% HST
Voluntary Cancellations Less than 10 business days in advance of the program start date will be subject to an administration fee	Non-refundable
Transfer Fees 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 150 plus 13% HST
Transfer Fees Less than 10 business days in advance of the program start date will be subject to an administration fee	CAD \$200 plus 13% HST

* 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

Registration Details, continues

For Ontario Student Assistance Program (OSAP), applicants ONLY

PLEASE NOTE: only few of our Professional Certificate programs qualify for OSAP, to know which ones qualify click on the link:

<https://hlln.info.yorku.ca/funding-sources/>

OSAP Payment Policy:

Things to consider as a current or future OSAP applicant:

- OSAP is open to Ontario residents of any age who are Canadian citizens, permanent residents, or protected persons.
- Academic Year for all OSAP applications is August 1 – July 31 of each year
- HLLN is not responsible for any OSAP applications
- Please note only some of HLLN's programs may qualify for OSAP funding
- It is the learner's responsibility to :
 - a) Obtain any relevant information regarding OSAP: www.ontario.ca/page/learn-about-osap
 - b) Apply to OSAP and follow up with OSAP regarding their application

Payment/ Cancellations/Transfer or Refunds Policy:

- HLLN requires a 15% deposit plus 13% HST, of the program fee, to reserve a seat.
- Program fee payment is due in full 5 business days before the program start date.
- If the applicant has been approved for OSAP funding but voluntarily transfers/withdraws/cancel the HLLN Cancellation/Transfer/Refund policy applies. See the Transfers/Cancellations/Refunds policy above.

The learner must be confirmed as an OSAP applicant for the following to apply:

Up to 5 business days before the program start date, if applicant has not received OSAP funding confirmation/or OSAP funding was not approved, the applicant has the following options:

- a) Option A: Transfer to the next program session at no cost (one time only)
- b) Option B: Pay in full.

HLLN is not responsible for OSAP applications, therefore it is up to the learner to cover the fees and wait for the OSAP decisions regarding their application.

Once the HLLN program has started, the HLLN standard cancellation penalty is levied see our website for more information:

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.](http://hlln.info.yorku.ca/policy/)

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

*Your Initials