This is a fillable form. Download. Open & complete in Adobe Acrobat. Save. Send to register.

Registration Form

3 WAYS TO REGISTER

MAIL TO:
Health Leadership & Learning Network
Calumet College, Room 204
York University, 4700 Keele Street
Toronto, ON M3J 1P3, Canada

FAX TO:
+1 416-736-5078

*ALL REQUIRED FIELDS MUST BE FILLED IN

Enter Program Information You Are Registering For

*Program Name

*Session Date
Please note: To reserve a seat registrations must be received 7 business days before program start date.
Late registrants may be reviewed on a-case-by-case basis

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

*Company

*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
Personal emails are recommended. Please note: all information will be sent to this email, make sure to check your inbox/junk mail folders for any information or updates

Please specify if you require accessibility assistance
(Please read the accessibility services section of this document - Page 3)

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

Have you filed for Ontario Student Assistance Program (OSAP):

☐ Yes ☐ No ☐ NA

* OSAP is 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.

Continue to the next page...

*Your Initials
Continue to page 2

Page 1 of 4
Payment Instructions, if you reside within Canada

To reserve a seat:
• HLLN must have 15% of the program fee or $150, whichever is higher, plus 13% HST, to reserve a seat
• For deposits, any outstanding balances owed for courses will be collected on the 1st of the month in which the course runs, or the 1st of the previous month if the course starts within the first 7 days of the month.
• Mail money order, or complete the Credit Card Authorization section on this form

Group registrations:
• Groups from one organization must register at the same time

Mode of payment:
• Non-Canadian dollar denominated credit card fee payments will be subject to foreign exchange rates and fees as determined by the credit card company. HLLN have 15% of the program fee or $150, whichever is higher, plus 13% HST, to reserve a seat
• HLLN does not accept cash or personal cheques. Payment by credit card or money order only
• Organizations may pay by organization cheque, however York University reserves the right to request another form of payment.
  * Cheques and money orders must be payable to York University - HLLN
  * Paying by cheque is not available 2-week prior to program start date

Payment installments/plans:
• HLLN offers payment plans for students and organizations located within Canada, but please note:
  * Payment plans are not applicable less than 90 days before program start date
  * Other terms and conditions apply for payment installments/plans, please contact HLLN office at hlln@yorku.ca

Payment Instructions, if you reside outside of Canada

To reserve a seat:
• Payment is due in FULL 10 business days before the program start date
• Deposits or payment installment will not apply
• Complete the Credit Card Authorization section on this form

Group registrations:
• Groups from one organization must register at the same time

Mode of payment:
• Registrants from outside of Canada must pay with credit card
• Non-Canadian dollar denominated credit card fee payments will be subject to foreign exchange rates and fees as determined by the credit card company.

Program Payment Option - All fees are in Canadian Dollars

| *Base Program Fee (as advertised on website) | $ ........................................... |
| Deduct Promotional Discount (if applicable) | minus ..................................... |
| Enter (if applicable): | $ ........................................... |
| *Promo Code (as confirmed by HLLN) | Program fee after the discount |
| *York University Student Number | Please note: discounts are not cumulative. |
| YorkU students/alumni qualify for 7% discount if program fee is <$ or = $600 OR 10% discount if program fee is > $600 | If you qualify for more than one of our discounts, apply the highest one. |
| *Are you a HLLN alumni? | |
| HLlin alumni qualify for 5% discount if program fee is < or = $600 OR 7% discount if program fee is > $600 | |
| *Add 13% HST (all students must add 13% HST, incl. international students) | plus $ .................................. |
| *TOTAL REGISTRATION FEE | $ |

Continue to the next page for payment method...
Payment Method and Schedule

*Choose Payment Option:

- [ ] Total registration fee (if you reside outside of Canada you must pay the full fee)
- [ ] Deposit only (ONLY if you reside within Canada, 15% of the program fee or $150 whichever is higher, plus 13% HST)

*Enter Transaction Amount:

$ 

*Choose Payment Method:

- [ ] Credit Card: [ ] Visa [ ] Mastercard
  
  Card Number: 
  Expiry Date (MM/YY): 

  Card Holder Name: 
  Signature: 

Other payment methods, ONLY if you reside within Canada program start date is more than two weeks away from registration.

- [ ] Money Order sent by mail (Please note: HLLN does not accept personal cheques)
- [ ] 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.

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.

<table>
<thead>
<tr>
<th>Written notice received by <a href="mailto:hlln@yorku.ca">hlln@yorku.ca</a></th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary Cancellations</td>
<td>$150 plus 13% HST</td>
</tr>
<tr>
<td>From 20+ business days in advance of the program start date will be subject to an administration fee</td>
<td></td>
</tr>
<tr>
<td>Voluntary Cancellations</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Less than 20 business days in advance of the program start date will be subject to an administration fee</td>
<td></td>
</tr>
<tr>
<td>Transfer Fees</td>
<td>The first transfer is free; a subsequent transfer will be subject to a transfer fee of CAD $150 plus 13% HST</td>
</tr>
<tr>
<td>From 20+ business days in advance of the program start date, transfers will be scheduled for the next program date at the same location</td>
<td></td>
</tr>
<tr>
<td>Transfer Fees</td>
<td>CAD $200 plus 13% HST</td>
</tr>
<tr>
<td>Less than 20 business days in advance of the program start date will be subject to an administration fee</td>
<td></td>
</tr>
</tbody>
</table>

*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
For Ontario Student Assistance Program (OSAP), applicants ONLY

**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](http://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 must have 15% of the program fee or $150, whichever is higher, plus 13% HST, to reserve a seat.
- Program fee payment is due in full 7 business days before the program start date.
- If the applicant has been approved for OSAP funding but voluntarily transfers/withdraws/cancel the HLLN Cancelation/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 7 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:
- Option A: Transfer to the next program session at no cost (one time only)
- 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/](http://hlln.info.yorku.ca/policy/)

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**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 before you submit this form.

  Please note: You may be asked to provide additional information to confirm your eligibility.

*Your Initials ...............................