

REGISTRATION FORM

* By submitting this completed registration form, it is acknowledged that you have read and understood the [Training Centre Policies and Guidelines](#).

PLEASE PRINT

Workshop(s) paid for by: Agency Independent TDIN Funded

Methods of payment accepted: agency cheque, money order, certified cheque (Please make payable to Toronto Hostels Training Centre). * Interac, Mastercard and Visa accepted [onsite](#).

AGENCY'S INFORMATION

Agency Name: _____

Program Name: _____

Contact Name: _____

Contact Tel.: _____

Contact Email: _____

Supervisor's Signature: _____

Supervisor's Name: _____

INDEPENDENT'S INFORMATION

Contact Name: _____

Position: _____

Contact Tel.: _____

Contact Email: _____

- All workshop cancellations/changes must be received in writing (inquiries@thtcentre.com)
- Please be prompt for your workshop, lateness will result in not receiving a certificate and/or being refused admittance
- Certificate(s) be issued by THTC for the identified workshop, please ensure the participant(s) name is spelt correctly prior to the certificate being issued. Otherwise the said agency or independent will [incur a replacement fee](#) should there be a request for a revised certificate.
- THTC reserves the right to cancel any workshop due to unforeseen circumstances or over/under-enrolment.

* Please see website for more information.

T H T C U S E O N L Y

Date: _____

Member: Yes No

Payment Made: Yes No

Free Training (No Show/Chargeback Fee \$40 Applies)

Total Cost: _____

REGISTRATION REQUEST(S) *PLEASE PRINT*

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

- The Toronto Hostels Training Centre requires seven (7) business days, written cancellation notice prior to the workshop date. The cancellation notice date is counted as day one (1), the date of the registered session is not counted.
- Cancelling a classroom workshop registration under seven (7) business days' from the date of the confirmation sent by THTC, will result in an administration charge of \$40