



REGISTRATION FORM

Company:			
Mailing Address:			
Phone:		Fax	
P.O. Reference:			

Delegate(s):

	Course(s) i.e., 2, 4, 5 (as identified below)	Name of Delegate	Email address
Name 1			
Name 2			
Name 3			
Name 4			
Name 5			
Name 6			

Courses:

No.	Course Name and Dates	*Cost per delegate	Number of delegates	Sub-total \$
1				
2				
3				
4				
5				
PLEASE NOTE Classes are held between 9am to 5pm (subject to alteration at the instructor's discretion). *please call or email training@datamine.ca for course cost				
			Total Cost	\$

Travel to the course, accommodation, meals, etc will be the responsibility of the delegate. **Please do not send any payment for the courses at this time. We shall invoice you closer to the date of the course. Cancellation policy: Please read through our policies on transfers, cancellations and substitutions for our training and education programs. For any other information please call us.**

All registrations must be faxed to 1-705 688 9533 or email training@datamine.ca two weeks prior to training as space is limited, applications will be processed by date received.



Datamine Canada Inc.

Transfer, Substitution, Cancellation Policy (for Classroom Learning)

Cancellation, transfer or substitution notice must be given in writing to the Datamine Canada office or by e-mail to the Training Registrar at the following address training@datamine.on.ca.

Cancelations

Customers canceling a registration held at our Datamine Canada office must do so at least **10 business days** in advance of the scheduled training course in order to avoid incurring a 50% cancellation fee.

No-shows (trainees not attending without notice), or cancellation notices received less than **5 business days** prior to the scheduled course date are subject to a fee of 100% of the training fee.

There is no charge incurred for those cancelling with 10 or more business days notice.

Datamine Canada reserves the right to cancel training course based on enrollment numbers. A notice of a minimum of 10 days will be given should these circumstances arise. Datamine Canada will not be held responsible for any cost the customer may incur as a result of course cancellation. Datamine Canada will make every attempt to reschedule individual trainees for similar courses offer in the future.

Transfers, and Substitutions

Customers substituting a registered delegate may do so up to the commencement of the course. The delegate must be from the same legal organization. There is no cost associated with this request.

Substitutions or transfers are not permitted once the course is commenced.