

Registration form - CMHA Toronto Workshops

Register online at www.toronto.cmha.ca or complete form below.

Please **print!** Use **black** ink. One form per person.

Name: _____ Organization: _____

Address: _____

Postal Code: _____ Telephone: _____ Fax: _____

E-mail: _____

Workshop: _____ Date: _____ Cost: _____

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Workshop: _____ Date: _____ Cost: _____

Total Amount Payable: _____

Payment Information - Payment must be received before your place in a workshop can be confirmed

_____ Cheque (payable to CMHA Toronto) _____ Visa _____ MasterCard

Name on Card: _____ Card holders phone # _____

Card #: _____ Expiry date: month _____ year _____

Signature of card holder: _____

Send Registration form and payment **together** to:

Canadian Mental Health Association Toronto Branch
Public Education and Training
700 Lawrence Avenue West, Suite 480
Toronto, ON M6A 3B4
416-789-7957 x 260
Fax: 416-789-9079
workshops@cmha-toronto.net

Cancellation Policy

CMHA Toronto reserves the right to cancel or postpone workshops due to under-enrollment, instructor illness or inclement weather. If a workshop is cancelled, you may transfer to another workshop or receive a full refund. Refunds will only be provided in the event a workshop has been cancelled by CMHA Toronto.

If your plans change after you have registered you may:

1. **Designate a substitute** to attend in your place, at no extra cost. Please notify us of the name of the person attending **as soon as possible** prior to the workshop date for which you registered. This will allow us to correct our records and minimize confusion at check-in.
2. **Transfer to another workshop**, provided that you notify us by fax or email *at least 5 business days prior to the training date* for which you have registered. A \$20 administration fee will apply and is payable at the time of the transfer request. *We will not consider requests to transfer less than 5 business days prior to a workshop date.*

If you fail to attend your scheduled workshop without required notification, as outlined above, your fee will be forfeited.