

## REGISTRATION: MODULE 5 WINTER 2015

Use this form to register for the Winter 2015 offering of Module 5 (January 12 – March 13, 2015).

Registrations are accepted between October 20 and December 1, 2014.

Send completed form and payment information by EMAIL to [moduleregistration@casb.com](mailto:moduleregistration@casb.com) or MAIL to CA School of Business Student & Support Services/301, 1253 91 Street SW/ Edmonton, AB/T6X 1E9.

**PRINT in capital letters or CLICK in the box to type.**

1 Personal information		
<p><b>Complete all sections.</b> We cannot process incomplete applications.</p> <p>We will email module access information 1-2 business days before the module start.</p>		
Student name		CASB student number
First	Middle	Last
Personal email		Business email
Employer information		Birth date (mm/dd/yyyy)
Employer name	Employer city	Phone number

2 Module
Module 5

3 Face-to-face location (dates listed in Section 8)
<p>The face-to-face session for Winter Module 5 will be available in an online format only. Participation for all three days is mandatory and attendance will be tracked. Further details will be provided approximately 1 week prior to the session.</p>
Online FFIS

4 Evaluation location (March 13, 2015)
<p><b>Choose where you would like to write the evaluation.</b> A list of specific locations will be posted to <a href="http://www.casb.com">www.casb.com</a> two weeks before the evaluation. You will need to use a PC laptop (<b>no Macs</b>) to write the evaluation.</p> <p>Primary locations will have in-person IT support. Secondary locations (marked with an asterisk) will have IT support by phone only, and should be selected only if you live more than 150 km away from a primary location.</p>

\*Select only if you live more than 150km away from a primary location. We cannot guarantee that we can accommodate your choice; you may be required to write at a primary location.

**5** Wait list information (for applications submitted after December 1, 2014)

**Complete this section if you have missed the registration deadline** and would like to be placed on the wait list. Submit the form by email and include payment information for the non-refundable wait list fee (\$300) and the module registration fee (\$1030). Placement on the wait list does not guarantee module registration. If we can accommodate you, we will tell you at least two weeks before the module start date.

Choose your preferred locations.

Face-to-face session	Evaluation session
1)	1)
2)	2)
3)	3)

**6** Payment information

**We cannot process forms without payment.** Note: CASB does not collect GST.

Payment method <input type="checkbox"/> Cheque (attach to form)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Card type: <input type="checkbox"/> Employer <input type="checkbox"/> Personal	Total enclosed <input type="checkbox"/> \$1030.00 (registration fee) <input type="checkbox"/> \$300.00 (wait list fee)
Card number	Expiry date (mm/yy)	\$	
Name as it appears on card	Card holder signature		

**7** Withdrawal and cancellation information

**If you want to WITHDRAW from a module, email your request to [moduleregistration@casb.com](mailto:moduleregistration@casb.com).**

If you want to DEFER your registration to another offering within the current fiscal year (April 1 to March 31), email your request and payment information to [moduleregistration@casb.com](mailto:moduleregistration@casb.com). If the offering of the module falls in the next fiscal year, you will need to withdraw and then register for the next session during the registration period.

Deferrals and withdrawals are subject to the fees noted below. All fees are set out in the 2014/15 administrative fee schedule.

DEADLINE	WITHDRAWAL PENALTY
On or before December 12, 2014	\$309.00
December 13, 2014 – January 23, 2015	\$515.00
January 24 – February 6, 2015	\$1030.00 (no refund)
After February 6, 2015	No refund and counts as an attempt

**8** Important dates

MODULE START	FACE-TO-FACE SESSION	EVALUATION
January 12, 2015	Module 5: February 13, 14 & 15, 2015	March 13, 2015
We will email module access information 1-2 business days before the module start.		

**Protection of Privacy** – Every effort is made to protect personal information. The personal information requested on this form is collected under applicable federal and provincial legislation and the CA School of Business' policies and guidelines on data management, data access and data use. Information collected relates directly to and is necessary to meet CASB's mandate and responsibilities. It may be used for: admission, registration, academic evaluation, income tax receipts, student dues, convocation, communication with your employer, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, Student Services/301, 1253 91 Street SW/Edmonton, AB/T6X 1E9, email - [generalregistrations@casb.com](mailto:generalregistrations@casb.com), phone - 1 866 420.2350 or local - 780 420.2350.