



AMCTO DIPLOMA IN *Municipal Administration*

Yes, register me in the Diploma in Municipal Administration (DMA)

Four Elements of the DMA are: MAP, MAFP, MLP and HR

Indicate with an X the Correspondence-Online course for which you are registering to take

<p>Correspondence-Online courses Schedules are available at www.amcto.com Recommendation is to register to take one unit/course at-a-time</p> <p>Fee for each unit with PDF version of textbook is \$406.80 (360.00 + 46.80 HST #R106732936)</p> <p>Fee for each unit with PDF and Hardcopy of textbook is \$446.35 (360.00 + 35.00 + 51.35 HST #R106732936)</p> <p>Municipal Administration Program (MAP) Unit 1 <input type="checkbox"/> Unit 2 <input type="checkbox"/> Unit 3 <input type="checkbox"/> Unit 4 <input type="checkbox"/></p> <p>Municipal Accounting & Finance Program (MAFP) Unit 1 <input type="checkbox"/> Unit 2 <input type="checkbox"/></p> <p>Municipal Law Program (MLP) Unit 1 <input type="checkbox"/> Unit 2 <input type="checkbox"/> Unit 3 <input type="checkbox"/> Unit 4 <input type="checkbox"/></p>	<p>Online and In-class modules Workshop Locations and registration information are available at www.amcto.com (The in-class workshop modules are held in several locations across Ontario throughout the year)</p> <p>\$1610.25 (1,425.00 + 185.25 HST #R106732936) (Prices include Materials, Refreshments & Lunch for each in-class day)</p> <p>Employment Law & Human Resources for Municipalities – Diploma Version (HR) The first six modules are available through online access, using a combination of video presentations, readings and narrated PowerPoint presentations. The remaining three modules are delivered back to back 2-day workshops.</p>
<p>Payment Options:</p>	
<p>1 Register online if making payment by VISA or MASTERCARD</p>	<p>2 Complete the form and mail with cheque made payable to: AMCTO 2680 Skymark Avenue, Suite 610 Mississauga, ON L4W 5L6</p>

Personal Information AMCTO ID Number (will be assigned if you do not already have one): _____

Name: _____ Municipality/Organization: _____

Title: _____ The following address is my: Business Residence

Please provide a complete address:

Street Name/Number: _____ City: _____ Postal Code: _____

Business Phone: _____ Extension: _____ Business Fax: _____

Home Phone: _____ E-Mail: _____

Personal Information Protection Policy: This personal information, which you may provide to us, is used only for internal purposes to process your registration fee payment and to contact you or to distribute AMCTO-related materials to you, in the event that you have identified this personal contact information as your preferred means of contact. Further information about this policy is available on the AMCTO website at www.amcto.com.

Course Refund Policy: A student who cancels from any Unit before the first scheduled assignment due date is entitled to a partial refund of fees less a refund levy of \$113.00 (includes HST). In order to receive the partial refund, you must submit written notice of your cancellation to rbourke@amcto.com. No refunds will be granted for cancellations received after the first scheduled assignment due date. A student cannot transfer their registration or payment to a later date. No returns accepted or no refunds for the hard copy textbook.

HR Program Refund Policy: All cancellations must be confirmed to AMCTO in writing. A refund levy of \$226.00 (includes HST) will be applied to all cancellations received up to Fourteen (14) business days prior to the event. Refunds are not granted for cancellations made within 13 days or less of the event date.

Prices are Subject to Change Without Notice.

