



# Standard Registration Form

Fee for each unit/course with PDF version of textbook is \$406.80 (360.00 + 46.80 HST #R106732936)  
 Fee for each unit/course with PDF and Hardcopy of textbook is \$446.35 (360.00 + 35.00 + 51.35 HST #R106732936)

**Recommendation is to register to take one unit/course at-a-time**

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

**Municipal Administration Program (MAP)**

Unit 1     Unit 2     Unit 3     Unit 4

**Municipal Accounting and Finance Program (MAFP)**

Unit 1     Unit 2

**Municipal Law Program (MLP)**

Unit 1     Unit 2     Unit 3     Unit 4

**OACA's Primer on Planning Course (POP)**

**Parliamentary Meeting Protocol Course (PMPC)** fee \$406.80 (360.00 + 46.80 HST #R106732936)

Note for PMPC: the hard copy or PDF version of textbook is NOT included in the course fee. RONR-11<sup>th</sup> Edition will need to be purchased separately through [www.amazon.com](http://www.amazon.com) or other major online booksellers.

**MAP, MAFP, MLP, PMPC and POP courses are offered by Correspondence-Online twice per year:**

Fall Schedule – Registration opens July 2<sup>nd</sup>

Winter Schedule – Registration will open December 1<sup>st</sup>

**Assignment Schedules are posted when registration opens** [www.amcto.com](http://www.amcto.com)

**Personal Information**

AMCTO ID Number: \_\_\_\_\_

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: \_\_\_\_\_

**Payment must accompany registration form.**

**Payment Options:**



**Register online if making payment by VISA or MASTERCARD**



**Complete the form and mail with cheque made payable to:**

AMCTO  
610-2680 Skymark Avenue  
Mississauga, ON L4W 5L6

**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](http://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](mailto: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.

**Prices are Subject to Change Without Notice.**