



AMCTO
THE MUNICIPAL EXPERTS

Standard Registration Form

Fee for each unit/course with PDF version of textbook is \$401.15 (355.00 + 46.15 HST #R106732936)
 Fee for each unit/course with PDF and Hardcopy of textbook is \$440.70 (355.00 + 35.00 + 50.70 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 \$401.15 (355.00 + 46.15 HST #R106732936)

Note for PMPC: the hard copy or PDF version of textbook is NOT included in the course fee. RONR-11th Edition will need to be purchased separately through 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 2nd

Winter Schedule – Registration will open December 1st

Assignment Schedules are posted when registration opens 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 information is collected in accordance with the provisions of the AMCTO's Personal Information Protection Policy, for the purposes of processing your registration and material delivery. This information is not shared, sold or distributed and is maintained in a confidential and secure manner. 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.

Prices are Subject to Change Without Notice.