

# NACLAA Registration Form



## I Registration

New Student (Complete all sections)

Returning Student (Complete Section I-IV)

Name: \_\_\_\_\_  
Mr/Mrs/Ms/Miss First Middle Last

\* Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street Address only, i.e., no P. O. Box)

City/Town Province/Territory Postal Code

Home  Work

\* Your course materials will be delivered to this address no sooner than one week before the course begins. It is the responsibility of the student to receive and if necessary, track, materials that Canada Post / Purolator report having delivered. New packages of materials will be shipped at the expense of the student and will include the full cost of texts/print materials and shipping. Students may also be charged for returned materials where they have not been picked up in due time and will be charged for second shipping.

Given the nature of the relationship between the partnering institutions be advised that registration and program information will be shared in the administration of NACLAA, LGCP, LUP, and CLGA. **You must acknowledge your consent** to the foregoing by checking the box to the left.

Date of Birth: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Area Code Home

Telephone: \_\_\_\_\_  
Area Code Work

Fax: \_\_\_\_\_

(Preferred) E-mail: \_\_\_\_\_

## II Course Selection

NACLAA reserves the right to cancel or re-schedule courses. At least one week's notice will be given if cancellation occurs.

**Deadline for registrations is 4 weeks prior to course start date. Registrations after this date may be subject to a \$50 late registration fee and could be refused.**

**Fall 2009** \$695.00 per course  
September 14 - December 11, 2009

- Local Government
- Local Government Accounting
- Municipal Law I
- Organizational Design & Management
- Citizen Engagement & Consultation

**Winter 2010** \$695.00 per course  
January 11 - April 9, 2010

- Public Administration Professionalism
- Sustainable Communities
- Local Government Finance
- Organizational Behavior & Leadership
- Property Taxation & Assessment
- Municipal Law II

**Spring 2010** \$695.00 per course  
April 26 - June 30, 2010

- Human Resource Management
- Financial Management
- Policy Planning & Program Evaluation
- Information Access and Privacy Protection Foundations

### Course Fees

Admission Fee (one time) \$75.00 \_\_\_\_\_

Tuition Fee (including all materials) \$695.00 (per course) \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

## III Method of Payment (Payable to Dalhousie University)

- Cheque or Money Order
- Invoice Employer (permission attached)
- Purchase Order PO #:
- Visa  MasterCard  Amex

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

## IV Signature

I hereby certify the information on this application to be true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Important Financial Information

Please make cheques payable to Dalhousie University. If an employer is to be invoiced, a letter of authorization must accompany this form. This registration will not be processed without a letter of authorization, PO number, credit card number or until a cheque is received. You are also welcome to use your Visa, MasterCard or American Express. Course enrolment is limited. Registrations will not be held without advance payment arrangements. A 20% penalty will be charged if you withdraw. A 50% penalty will be charged after the course materials have been shipped. There is no refund after the course begins. You may request a deferral through the Program Office.

**How to Reach Us: Phone: 1-902-494-8885 Fax: 1-902-494-2598**  
**E-mail: NACLAA@dal.ca Program Website: www.collegeofcontinuing.dal.ca**

# NACLAA Registration Form



## V Application for Program Admission (To be completed by New Students only)

This section is to be completed by first-time program applicants only. Both sides of the form must be completed in order for your application to be processed.

Are you applying for advance credit?

Yes – I have completed a program of study recognized by NACLAA.

If so, which one? \_\_\_\_\_

Yes – Transcript and detailed course outlines enclosed.

Yes – Transcript and detailed course outlines will be forthcoming

No

Education (highest level attained, also include professional designations)

Institution	Degree, Diploma, Certificate	Complete (yes/no)	Year

Relevant Work Experience (list most current employer first)

Employer/Department	Position	Years of Service

Please describe your current duties and responsibilities and any other work experience you feel is particularly relevant:

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Why are you enrolling in this program and how do you expect to benefit from it?

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How did you hear about our program?

- Brochure    Calendar    Email    Newspaper    Radio/TV    Website    In Class    Word of Mouth    Other

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