

Registration Form

Sprott School of Business,
Professional Programs Division



Course Code:

Program Title:

Fall or Winter Session (if applicable):

Fall

Winter

Priority Code (if applicable):

Step 1: Applicant Information

First Name:

Last Name:

Job Title:

Business Name:

Mailing Address:

Home

Business

Street:

City:

Province:

Postal Code:

Email:

Home Phone:

Business Phone:

Business Fax:

How did you hear about this course?

Email

Direct Mail

Friend/Colleague

HR Department

Search Engine

Website (please specify):

Advertisement (please choose where you saw the ad):

Ottawa Business Journal

Metro

Carleton Magazine

The Hill Times/Embassy

Other (please specify):

Special Dietary Requirements (e.g. allergies, vegetarian/vegan, etc.):

Step 2: Payment Method

Deposit (for applicable certificate programs only)

Full payment

A. If paid by credit card:

Card Number:

Visa

Mastercard

Cardholder Name:

Expiry Date (MM-YYYY)

Cardholder's Signature:

B. Please invoice my company

NOTE: MUST attach authorization on company letterhead or an official purchase order, including company mailing address, contact person, and authorization signature.

C. Pay by cheque

Mail to:

Professional Programs Division
Sprott School of Business
Carleton University
312 Dunton Tower
1125 Colonel By Drive
Ottawa Ontario K1S 5B6

Step 3: Form Submission Options

A. Print and Fax the form to the Sprott School of Business at: **613-520-7507**

B. Save and Email the form to the Sprott School of Business at: profdev@sprott.carleton.ca

Note: For information regarding Sprott Professional Programs cancellation policies and procedures, please visit: www.carleton.ca/ppd/policies