

CONTACT INFORMATION

School/Group Name: _____ Office Email: _____

1 ST CONTACT Position	First Name	Last Name	Email

2 ND CONTACT Position	First Name	Last Name	Email

TELEPHONE	Daytime	Cell	Fax

ADDRESS	Street/Box No.	Town/City	Postal Code

PROGRAM REGISTRATION INFORMATION

Program Name	Program Length (day, travelling)	Grade	# of Students	# of Classes	Requested Date Choices
					1 st – _____ 2 nd – _____ 3 rd – _____

Additional Information: _____

PAYMENT INFORMATION – Payment must accompany Program Registration Form

Total cost (including GST if applicable, see prices on following page): _____

Method of Payment: _____ Cash _____ Cheque (payable to Edmonton Public Schools) _____ Credit Card _____ Budget /SGF

NAME OF CARDHOLDER: _____ AUTHORIZED SIGNATURE: _____

CARD NUMBER _____ Expiry Date _____ / _____

(*EPS Schools should not be using their school credit card)

Budget Funds – EPS ONLY

Account Code 800601 Cost Centre _____ Program _____ Activity _____. (This will be processed by Journal Voucher)

SGF Funds – EPS ONLY

1. Please provide a SGF cheque with the stub attached using Acct # 2100 or
2. Account Code 101501 Cost Centre _____ Program _____ (34001-34801) Activity 800001.

(This will be processed by Journal Voucher to the schools School to Pay account)

MAIL to: Metro Continuing Education, 7835 - 76 Avenue NW, Edmonton, AB T6C 2N1 (or Truck mail for EPSB) or **FAX** to: 780.428.1112.

CANCELLATION POLICY

To withdraw from a program with a full refund, please email metro@epsb.ca at least 60 business days prior to your program date. Withdrawal requests after the 60 days will result in a refund less 50% of the cost of the program.

PROGRAM PRICES

Program	Price (per class, up to 35 students)	Price + GST (Note: GST is not charged to Edmonton Public Schools District)
Day Programs		
Day Programs (excluding the ones below)	\$344	\$361.20
Grade 4: Vehicles & Devices That Move	\$374	\$392.70
Grade 5: Classroom Chemistry	\$374	\$392.70
Grade 6: Flight	\$359	\$376.95
Travelling Programs		
Grade 4: Social: Travelling Stories, Histories & People of Alberta	\$239	\$250.95
Gr. 5 Social: Travelling Histories & Stories of Ways of Life in Canada	\$239	\$250.95
Wheels & Levers: half-day instruction	\$239	\$250.95
Grade 6 Science Review: full-day instruction for one	\$475	\$498.75
Grade 6 Science Review: full-day instruction for two classes	\$785	\$824.25