



Revised: July 2020

Please complete form in full.  
If you leave this page, the form will clear.

## Residence Program Registration Form

### CONTACT INFORMATION

School/Group Name: \_\_\_\_\_ Office email: \_\_\_\_\_

1 <sup>st</sup> CONTACT Position	First Name	Last Name	Email

2 <sup>ND</sup> CONTACT Position	First Name	Last Name	Email

TELEPHONE	Daytime	Cell	Fax

ADDRESS	Street/Box No.	Town/City	Postal Code

### PROGRAM REGISTRATION INFORMATION

Program Choice(s)	Residence Program Length (2-day/ 3-day)	Grade	# of Students	# of Adults	Requested Date Choices
1.	<u>Arrival/Departure Time</u>				1 <sup>st</sup> – _____
2.					2 <sup>nd</sup> – _____
3.					3 <sup>rd</sup> – _____

**Additional Information:**

**AV Requirements:**

**Note:** A detailed menu of included meals is posted on our website. Please inform us of any dietary requests or concerns prior to arrival.

**Dietary restrictions:**

*\*If you have not received confirmation of this booking within 14 days of submission, please email metro@epsb.ca*

**PAYMENT INFORMATION – Deposit must accompany Program Registration Form**

A \$500 deposit is **required** with this registration form. The final amount will be invoiced after the stay.

Please indicate payment method for \$500 deposit:

**Cheque** – Payable to: Edmonton Public Schools

**Credit Card**

**CARDHOLDER NAME:** \_\_\_\_\_

**CREDIT CARD NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiry Date:** \_\_\_\_ / \_\_\_\_

**CARDHOLDER SIGNATURE:** \_\_\_\_\_

I authorize Edmonton Public Schools #7 to charge my credit card the amount of \$500 as a deposit for my event.

*\*Edmonton Public Schools should not be using their school credit card*

**Edmonton Public Schools - Account Coding – Choose either Budget or SGF**

Budget Funds

8 0 0 6 0 2

Account

Cost Centre

Program

Activity

School Generated Funds

1 0 1 5 0 1

Account

Cost Centre

Program

8 0 0 0 0 1

Activity

**MAIL** to: Metro Continuing Education, 7835 - 76 Avenue NW, Edmonton, AB T6C 2N1 (or Truck mail for EPSB) or **EMAIL:** metro@epsb.ca

**CANCELLATION POLICY**

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

**PROGRAM PRICES**

**Residence Rates:**

2-day program: \$89 per person

3-day program: \$145 per person

\* GST will be added for schools outside of the Edmonton Public Schools District. Prices are subject to change.

**Included in rates:** accommodation, program planning, food, instruction, overnight supervision and required equipment and resources.

**Note:** A booking for 20-35 students includes 2 adults free of charge, 35-50 students includes 3 adults, 51-65 students includes 4 adults.