



Revised: July 2019

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: _____

1st CONTACT Position First Name Last Name Email

2ND 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.					1 st – _____
2.	<u>Arrival/Departure Time</u>				2 nd – _____
3.					3 rd – _____

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
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Account

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Cost Centre

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Program

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Activity

School Generated Funds

1	0	1	5	0	1
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Account

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Cost Centre

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Program

8	0	0	0	0	1
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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 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

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.