

CTP 2017-18 CAPT – Class Registration Form

Due June 30th - Noon

CONTACT INFORMATION

Date: ____/____/____ m/d/y

Name

First: _____ Last: _____

Address

City: _____

Street Address: _____

Province: _____ Postal Code: _____ - _____

E-Mail: _____ @ _____

Phone Number

Home: (_____) _____ - _____

Cell: (_____) _____ - _____

Work: (_____) _____ - _____

RELEASE OF CONTACT INFORMATION

In the event a Lecture or Class is cancelled due to unforeseen circumstances I authorize the release of the following contact information to the Centre reception: Y N

Phone No. H / C / W

E-Mail

Concentrations

\$ 1,125.00

Choose two and list them in the order of your preference. Please note that we try to accommodate your choice(s) however availability is determined by enrolment numbers.

1	2	<input type="checkbox"/> Those wishing to enroll in two (2) Concentrations please indicate two 1 st choices and two (2) second choices			
<input type="checkbox"/>	<input type="checkbox"/>	Working with Trauma	Jackie Herner Gord MacLeod	Sundays 1:00 to 4:15 The Centre Monthly	CP-002-WWT
<input type="checkbox"/>	<input type="checkbox"/>	D.W. Winnicott	Peter Dales	Saturdays 10:00 to 1:30 Admiral Rd Monthly Start Sept 17/16	CP-002-WINN
<input type="checkbox"/>	<input type="checkbox"/>	Transference & Counter Transference	Peter Dales, Judy Dales	Saturday 10:00 to 1:30 123 Admiral Rd Monthly Start Sept 16/17	CP-002-TCT

Elective Seminars

\$ 1,125.00

Choose two and list them in the order of your preference. Please note that we try to accommodate your choice(s) however availability is determined by enrolment numbers.

1	2	<input type="checkbox"/> Those wishing to enroll in two (2) Seminars please indicate two 1 st choices and two (2) second choices			
<input type="checkbox"/>	<input type="checkbox"/>	Authentic Movement	Anna Binswanger-Healy / Janie Kim	Mondays 3:30 to 5:30 The Centre Weekly beginning January	TIS-003-AM
<input type="checkbox"/>	<input type="checkbox"/>	The Erotics of Sexuality	Sharon Bedard	Saturdays 10:30 to 2:00 Bertmount Ave Monthly	TIS-003-ES

Note: Available Concentration/Seminar descriptions may be found at: CTP.net

Special Seminars

\$ 80.00

Prerequisite – Clinical Phase of CTP Program

Please note that availability is determined by enrolment numbers.				
<input type="checkbox"/>	Trauma	Susan Wood/Jackie Herner	Saturday Feb 24 9:30 – 4:30 The Centre – 316 Dupont St	SP-001-CA12
<input type="checkbox"/>	TBA	TBA	TBA	SP-002-CA12

Program		Course Fee	Deposit Due August 1st
<input type="checkbox"/>	Special Seminar	\$ 80.00	\$ _____
<input type="checkbox"/>	Special Seminar	\$ 80.00	\$ _____
<input type="checkbox"/>	Concentration	\$ 1,125.00	\$ _____
<input type="checkbox"/>	Concentration	\$ 1,125.00	\$ _____
<input type="checkbox"/>	Seminar	\$ 1,125.00	\$ _____
<input type="checkbox"/>	Seminar	\$ 1,125.00	\$ _____
<input type="checkbox"/>	PEPweb (mandatory)	\$ 150.00	\$ 150.00
Total			\$ _____
10% Deposit Due August 1st			\$ - _____
Balance Due September 15 th (Course Total minus deposit paid)			\$ _____

Tuition Checklist

- (1) cheque for 10% Deposit dated August 1st
- (1) cheque for Balance due dated September 15th

Registration packages are due no later than 3pm on Friday, June 30th. If you are submitting your package after the deadline please inform Phil LaRose, Assistant Registrar. (philctp@rogers.com) A Late Registration Fee of \$45.00 made by cheque payable to CTP must accompany your submission.

Yes I have reviewed the attached administration fee schedule, tuition and refund policy and acknowledge that the Pep Web fee, Administration fees and Course deposit fees are Non-refundable.

Name: _____ Signature: _____
Please print

Date: ____/____/____ m/d/y

TUITION AND REFUND POLICIES

A. Tuition Policy

As a not-for-profit educational institution CTP operates solely on the basis of student tuition revenue; there is no government subsidy or other source of income to fund the program. The tuition fee is determined by the actual operating costs (faculty payments, property rent, tax, utilities, maintenance, administration, marathons rent, etc).

Faculty members are not compensated with a salary & benefit package. Since CTP began in 1985 faculty have continued to accept a stipend, which has increased on an inflationary basis. Faculty continue to carry their administrative roles with little remuneration.

CTP does not build in an annual profit margin. For this reason, the tuition and administrative fees are increased as necessary to cover the actual cost of delivering the program, which includes the inflationary increase and for any unanticipated expense that has been incurred or is to be forecasted for the upcoming academic year.

The 2016-17 fees have been established as follows: <u>All costs shown are per academic year</u>			
PEPweb	\$150	Returned Bank Payment	\$35
Late Registration	\$45	Letter Request &/or Duplicate tax receipt	\$35

An annual fee of \$150 must accompany the completed registration form **for all students**, including students who are not taking courses, but who wish to maintain a basic registration in the program. This is the fee for your student subscription to PEP web. It is a condition of CTP’s contract with PEP and is a mandatory requirement.

The administration fees that CTP incurs in order to administer banking and student financial accounts will not change this year. Students can minimize these costs by ensuring their financial account is paid according to their payment plan agreement.

B. Refund Policy

One of our tuition charging problems is the human tendency to change one’s mind. This is understandable, but financially challenging in a school that tries to keep learning groups to effectively small numbers. If we use registration numbers to set up small groups, which are also financially viable and if a number of students change their minds in September, we are often left with four or five groupings that do not meet their costs. As some of you may know, in the past we have not cancelled such groups out of respect for the students who remain registered. We want to continue this policy of maintaining groupings wherever we can, so our refund policy is designed to make this financially possible.

For lectures and psychotherapy training groups: There are no refunds after December 15th

Prior to December 15th, a 15% operating cost is retained plus a pro rata charge for learning meetings up to the date of withdrawal, which is subject to faculty and Registrar approval.

For seminars, concentrations, clinical applications and supervision seminars both September and January terms:

A request for cancellation received by the Registrar within:

1 to 30 days of the Registration deadline will be eligible for 30% refund of tuition fees.

There is **NO REFUND after 31 days** from the Registration deadline and **no rain check or deferral credit.**

Any notice of changes in registration and/or requests for refunds are to be made in writing to the Registrar. The date when such a request is received will be the date used to calculate the refund (if applicable).