



## CTP 2019-20 CAPT – Registration Form

**Due May 15th - Noon**

\*CAPT members require a phone interview with the course Instructor to speak about their own therapeutic clinical experience in order to determine whether or not they will benefit from this seminar.

Individual's must be seeing clients.

### CONTACT INFORMATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ m/d/y

#### Name

First: \_\_\_\_\_ Last: \_\_\_\_\_

#### Address

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

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**

<b>Please note that we try to accommodate your choice(s) however availability is determined by enrolment numbers.</b>				
<input type="checkbox"/>	<b>Transference &amp; Counter Transference</b>	Peter Dales, Judy Dales	Saturday 123 Admiral Rd Monthly	CP-002-TCT
<input type="checkbox"/>	<b>Working with Trauma</b>	Gord MacLeod	The Centre for Training in Psychotherapy 21 Randolph Monthly	CP-002-WWT

**Note: Available descriptions may be found at: CTP.net**

## Seminars

**\$ 1,125.00**

<b>Please note that we try to accommodate your choice(s) however availability is determined by enrolment numbers.</b>				
<input type="checkbox"/>	<b>Using Trance States</b>	Adam Crabtree	Monthly 20 Prince Arthur Avenue	CP-003-UTS
<input type="checkbox"/>	<b>Authentic Movement</b>	Janie Kim	Weekly Sundays from 2 to 4pm starting in January of 2020 The Centre for Training in Psychotherapy 21 Randolph	CP-003-AM
<input type="checkbox"/>	<b>Psychotherapy and Attachment Theory</b>	Kristin Casady and Eric Evans	Monthly, 10 Meetings: Saturdays, 1:00 - 4:00, 21 Randolph	CP-003-PAT
<input type="checkbox"/>	<b>The Erotics of Sexuality</b>	Sharon Bedard	Saturdays 10:30 to 2:00 Bertmount Ave Monthly	CP-003-TES
<input type="checkbox"/>	<b>Christopher Bollas</b>	Sharon Bedard	Saturdays 10:30 – 2:00 Bertmount Ave Monthly	CP-002-CB
<input type="checkbox"/>	<b>The Development of the Therapist's and the Client's Thinking</b>	Sharon Bedard	Saturdays 10:30 to 2:00 Bertmount Ave Monthly	TT-003-DTCT

**Note: Available descriptions may be found at CTP.net**

**Special Seminars**

**\$ 125.00**

<p><b>Please note that availability is determined by enrolment numbers.</b></p> <p><b>These are one day Seminars.</b></p>				
<input type="checkbox"/>	<b>Diversity</b>	Sharon Bedard	CTP 21 Randolph Saturday 9:30 – 4:30 February	SP-003-DIV
<input type="checkbox"/>	<b>Trauma</b>	Jackie Herner/Gord MacLeod	CTP 21 Randolph Saturday 9:30 – 4:30 October	SP-003-TRA

Program		Course Fee	
<input type="checkbox"/>	Concentration	\$ 1,125.00	\$ _____
<input type="checkbox"/>	Concentration	\$ 1,125.00	\$ _____
<input type="checkbox"/>	Elective Seminar	\$ 1,125.00	\$ _____
<input type="checkbox"/>	Special Seminar - Trauma	\$ 125.00	\$ _____
<input type="checkbox"/>	Special Seminar - Diversity	\$ 125.00	\$ _____
<input type="checkbox"/>	PEPweb - Mandatory	\$ 155.00	\$ 155.00
<b>Total</b>			\$ _____
10% Deposit Due August 1st			\$ - _____
Balance Due Beginning September 1st (Course Total minus deposit paid)			\$ _____

**Tuition Checklist**

(1) cheque for 10% Deposit dated August 1<sup>st</sup>

**NEW!**

**(8) cheques** for Balance due made up of equal payments dated:  
Sept. 1, 2018 - Oct. 1, 2018 - Nov. 1, 2018 - Dec. 1, 2018  
Jan. 1, 2019 - Feb. 1, 2019 - Mar. 1, 2019 - Apr. 1, 2019

If you have any questions please forward them to Phil LaRose, Assistant Registrar.

Registration packages are due no later than 3pm on, May 15th. If you are submitting your package after the May 15th deadline please inform Phil LaRose, Assistant Registrar. ([phil@ctp.net](mailto:phil@ctp.net)) A Late Registration Fee of \$75.00 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, marathon 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 2018-19 fees have been established as follows: <b><u>All costs shown are per academic year</u></b>			
Pep web	\$155	Returned Bank Payment	\$35
Late Registration	\$75	Letter Request &/or Duplicate tax receipt	\$35
Each request to change post-dated payment plan	\$35		

An annual fee of \$155 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 seminars, concentrations, both September and January terms:**

A request for cancellation received by the Registrar within:

30 days of the Registration deadline will be eligible for 60% refund of tuition fees

31 to 60 days of the Registration deadline will be eligible for 30% refund of tuition fees.

There is **NO REFUND after 60 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).