

CTP 2019-20 Graduate – Registration Form

Due May 15th - Noon

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

Please note that we try to accommodate your choice(s) however availability is determined by enrolment numbers.

<input type="checkbox"/>	Transference & Counter Transference	Peter Dales, Judy Dales	Saturday 123 Admiral Rd Monthly	CP-002-TCT
<input type="checkbox"/>	Working with Trauma	Gord MacLeod	The Centre for Training in Psychotherapy 21 Randolph Monthly	CP-002-WWT

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

Clinical Applications Semester 3

\$ 1,125.00

<input type="checkbox"/>	Clinical Applications – Semester 3	Susan Wood	Friday 6:30 to 8:30 CTP 21 Randolph Weekly (for 1) Semester Begins Sept	CP-003-CA3
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Seminars

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"/>	<input type="checkbox"/>	Authentic Movement	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"/>	<input type="checkbox"/>	Using Trance States	Adam Crabtree	Monthly 20 Prince Arthur Avenue	CP-003-UTS
<input type="checkbox"/>	<input type="checkbox"/>	Psychotherapy and Attachment Theory	Kristin Casady and Eric Evans	Monthly, 10 Meetings: Saturdays, 1:00 - 4:00, 21 Randolph	CP-003-PAT
<input type="checkbox"/>	<input type="checkbox"/>	Christopher Bollas	Sharon Bedard	Saturdays 10:30 – 2:00 Bertmount Ave Monthly	CP-002-CB
<input type="checkbox"/>	<input type="checkbox"/>	The Erotics of Sexuality	Sharon Bedard	Saturdays 10:30 – 2:00 Bertmount Ave Monthly	CP-003-TES

Supervision Seminar

\$ 2,275.00

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"/>	<input type="checkbox"/>	Supervision Seminar	Adam Crabtree	Weekly 20 Prince Arthur Avenue	TT-003-SG
<input type="checkbox"/>	<input type="checkbox"/>	Supervision Seminar	Kristin Casady	Weekly Wed 6:45 – 8:45 pm The Centre for Training in Psychotherapy 21 Randolph	TT-003-SG

Special Seminars

\$ 125.00

Prerequisite – Clinical Phase of CTP Program

**Please note that availability is determined by enrolment numbers.
These one day Seminars are offered at no charge to current students.**

<input type="checkbox"/>	Diversity	Sharon Bedard	CTP 21 Randolph Saturday 9:30 – 4:30 February	SP-003-DIV
<input type="checkbox"/>	Trauma	Jackie Herner/Gord MacLeod	CTP 21 Randolph Saturday 9:30 – 4:30 October	SP-003-TRA

Program		Course Fee	
<input type="checkbox"/>	Clinical Applications Semester 3	\$ 1,125.00	\$ _____
<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"/>	Elective Seminar	\$ 1,125.00	\$ _____
<input type="checkbox"/>	Special Seminar - Trauma	\$ 125.00	\$ _____
<input type="checkbox"/>	Special Seminar - Diversity	\$ 125.00	\$ _____
<input type="checkbox"/>	Supervision Seminar	\$ 2,275.00	\$ _____
<input type="checkbox"/>	PEPweb - Mandatory	\$ 155.00	\$ 155.00
Total			\$ _____
10% Deposit Due August 1st			\$ - _____
Balance Due Beginning September 1st (Course Total minus deposit paid)			\$ _____

Tuition Checklist

(1) cheque for 10% Deposit dated August 1st

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) 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: <u>All costs shown are per academic year</u>			
Pep web	\$155	Returned Bank Payment	\$35
Late Registration	\$75		
Each request to change post-dated payment plan	\$35	Clinical Phase application	\$150
Therapist in Training application	\$200	Request to graduate	\$200
Individual Supervision - Per session	\$80	Letter Request &/or Duplicate tax receipt	\$35
Late Phase Application	\$75	Transcript	\$80

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 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:

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).