



REGISTRATION FORM FOR STAFF TRAINING

REGISTRATION, REFUND AND SUBSTITUTION POLICY

Your registration for workshops/training is final and secured, once Alzheimer Society of Calgary has received your payment and a completed *Registration Form for Staff Training*.

Cancellation will be accepted until five working days before the start of the workshop/training, and refund minus an administrative fee (20% of the fee) will be provided. No refunds will be made after this date. We may be able to change your participation in any scheduled workshop to the same workshop on another date (no extra administration fees apply).

Alzheimer Society of Calgary reserves the right to cancel any workshop/training due to low registration and in such case, you may choose a full refund or transfer your registration to another date.

Substitutions with other staff/co-workers for a workshop/training are permitted. However, you must notify the Alzheimer Society of Calgary at least one day before the start of the training/workshop. No substitutions can be made on the day of the training/workshop.

PRIVACY

The Alzheimer Society of Calgary respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information you provide will be used to process your registration and to provide you with information on fundraising activities. If you wish to be removed from any of these contacts please call us at 403-290-0110 or via e-mail at info@alzheimercalgary.com

Alzheimer Society



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