



Course Policies and Registration

You must remit full payment of your course fees ahead of the course date in order to secure your spot.

Course Registration via Phone (credit cards only)

Call in your Visa, Amex or MasterCard number to NABET 700-M UNIFOR at **(416) 536-4827** - your receipt will be mailed to you. *Please note that Visa debit cards cannot be used over the phone.

Course Registration via Mail

Please make cheques and money orders payable to NABET 700-M UNIFOR and indicate the course title and date in the memo section. **Please do not send cash through the mail.** Your receipt will be mailed to you.

Mail cheque or money order to:

NABET 700-M UNIFOR
303 - 100 Lombard Street
Toronto, Ontario M5C 1M3
Attention: Training Department

Registration in Person

Visit the NABET 700-M UNIFOR office at 100 Lombard Street, Suite 303, during business hours (9:00 a.m. to 5:00 p.m., Monday to Friday) to register for courses.

Payment of course fees may be made in person using cash, credit card, money order, cheque or debit card. You will be given a receipt for your payment immediately.

Course Withdrawal

Upon registration, participants are assuming all academic and financial responsibilities for their course(s) unless they withdraw via email or phone to the training coordinator a minimum of three business days before the course begins. At

the time of withdrawal, course fees may be transferred to another upcoming course (space permitting) or fully refunded.

Participants who notify our office after the above deadline or not at all, are not eligible for a refund.

Specialized courses may have separate withdrawal and attendance policies.

If you do not receive your refund please contact Kristal at **(416) 536-4827** ext. 222 or kristal@nabet700.com.

Cancelled Courses

Course content, fees, dates, times, or instructors are subject to change without prior notice. If it is necessary to cancel a course, registered participants will be contacted by phone at least 3 days prior to the course date. At that time they may wish to transfer their course fee to another upcoming course or request a full refund. Refunds will be issued within 1-3 weeks depending on the method of payment.

If you do not receive your refund please contact Kristal at **(416) 536-4827** ext. 222 or kristal@nabet700.com.

Training Reimbursement (NABET 700-M UNIFOR members only)

NABET 700-M UNIFOR members may be eligible to receive a 50% reimbursement for training taken outside of NABET 700-M UNIFOR programs.

- The member must write a letter requesting training reimbursement to the Executive Board, which should include any supporting documentation about the course, workshop or seminar. ***NOTE: The training must be relevant to the member's specific category, department, and job.***
- At the next Executive Board Meeting the request for training will be reviewed and either approved or denied by the Executive Board. A confirmation of this decision will be sent to the Training Coordinator who will inform the member of the decision.
- Upon approval, the relevant training receipts may be submitted to the Training Coordinator. Reimbursement cheques will be issued within 2- 4 weeks of the approval.

NSF Cheques

NABET 700-M UNIFOR will charge \$30 for any registration payments that are returned due to insufficient funds.

Training Photos

Group and individual photos may be taken at courses and will be used for internal purposes on the NABET 700-M UNIFOR website, in our newsletter and for presentations. If you do not want your individual photo to be used, please contact kristal@nabet700.com.

Certificates and Wallet Cards

Certificates and/or wallet cards will be given to course participants after successful completion of each course, and will be made available to participants within 4 weeks of completion of the course.

All NABET 700-M UNIFOR members and permittees are solely responsible for ensuring that all of their required certifications and licenses are current, up-to-date, and available for inspection at any time.

Replacement Cards and/or Certificates

Please contact Kristal at 416-536-4827 ext. 222 or kristal@nabet700.com for assistance in replacing lost cards or certificates.