



**TORONTO HOSTELS
TRAINING CENTRE**

65 Wellesley St. E. Suite 501
Toronto ON M4Y 1G7
www.thtcentre.com | inquiries@thtcentre.com

REGISTRATION FORM

* By submitting this completed registration form, it is acknowledged that you have read and understood the [Training Centre Policies and Guidelines](#).

PLEASE PRINT

REGISTRATION REQUEST(S) *PLEASE PRINT*

Workshop(s) paid for by: Agency Independent TDIN Funded
Methods of payment accepted: agency cheque, money order, certified cheque (Please make payable to Toronto Hostels Training Centre). * Interac, Mastercard and Visa accepted onsite.

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

AGENCY'S INFORMATION

Agency Name: _____

Program Name: _____

Contact Name: _____

Contact Tel.: _____

Contact Email: _____

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

Supervisor's Signature: _____

Supervisor's Name: _____

INDEPENDENT'S INFORMATION

Name: _____

Position: _____

Tel.: _____

Email: _____

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

- A \$10 administration fee will be charged on all refund requests for payments made on-line through PayPal or using the Centre's in-person debit machine
- Please be prompt for your workshop, lateness will result in not receiving a certificate and/or being refused admittance
- Certificate(s) issued by THTC; please ensure the participant(s) name is spelt correctly prior to the certificate being issued. Otherwise the said agency or independent will [incur a replacement fee](#) should there be a request for a revised certificate.
- THTC reserves the right to cancel any workshop due to unforeseen circumstances or over/under-enrolment.

* Please see website for more information.

Workshop: _____

Date & Time: _____ Cost: _____

Name of Attendee: _____

Position: _____

Email: _____

T H T C U S E O N L Y

Date: _____ Member: Yes No

Payment Made: Yes No Free Training (No Show/Chargeback Fee \$40 Applies)

Total Cost: _____ Receipt #: _____

- Cancelling a classroom workshop registration under seven (7) business days from the date of the confirmation sent by THTC, will result in an administration charge of \$40
- The Toronto Hostels Training Centre requires seven (7) business days, written cancellation notice prior to the workshop date. The cancellation notice date is counted as day one (1), the date of the registered session is not counted. Please direct your notification to inquiries@thtcentre.com