

# Organic Master Gardener Program 2020

## Student Intake Information Form

Instructions: Please fill out the following form so that we may communicate with you easily. This information is for our use here at the Centre ONLY! **It will never be shared with others.** When complete, email to [jennifer@multicentre.org](mailto:jennifer@multicentre.org) or drop off to reception at 5411-51 Street, Stony Plain, AB. A registration fee of \$250.00 is due upon submission. Your place in the program will not be held unless the registration fee is paid. The registration fee will be applied to your total tuition, which is due by February 21, 2020. Please see our refund policy on page 2 of this document.

First name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

(Hotmail accounts are not recommended.)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

What is your gardening experience level? \_\_\_\_\_

List your education history, including dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your reason for taking the program? What do you plan to do with your learning? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Refund Policy

\* Full refund will be given ONLY if notice is sent to the program administrator in writing or via email to [jennifer@multicentre.org](mailto:jennifer@multicentre.org) 10 working days before the commencement of the program.

\*Cancellations received less than 10 working days before the program begins will be subject to a \$150 de-enrolment fee.

\*No refund will be issued to a no-show or to a student having to leave the program before its conclusion. In the latter instance, the student can return to complete the program (make up the missed courses) the following year, and is encouraged to do so. In such a case, the student will be required to pay any outstanding fees before resuming classes.

\*A student will be considered registered for the program once the \$250 fee has been received. (That would leave the student a balance of \$1000 to be paid at any time before February 21st, 2020) A student who has not paid their full fees by the February 21st deadline will not be allowed to continue in the program until their outstanding balance is paid.

\*Please allow 2-3 weeks for the refund to be processed.

<b>Payment Information: Office Use Area</b>		
Deposit Paid? <input type="checkbox"/>	Paid by: <input type="checkbox"/> Visa/Mastercard <input type="checkbox"/> Debit <input type="checkbox"/> Cash/chq <input type="checkbox"/> Paypal	
Total Amount Paid: \$ _____	Date Paid: _____	Received By: _____

\*Please note: We reserve the right to cancel the program in the event of insufficient registrations. In that case, all monies received will be refunded.

\*The fees above do not include incidentals such as parking on field trips, paper supplies, etc. They do, however, include your textbooks for the program.