

# Sutherland-Chan

## Registration Form For Physiology Course

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

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ P.C./Zip: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (business): \_\_\_\_\_

Email address for registration confirmation: \_\_\_\_\_

### Course Format

Option 1. *On-Site* Date: \_\_\_\_\_ Course Fee: \$400.00

\*Required Textbook - Principles of Anatomy & Physiology 10th ed. Cost: \$143.30

Option 2. *Via Correspondence* Course Fee: \$400.00 (includes Textbook & Binder)

Mail Package

Pick-up Package

(Course fee and course material includes all applicable taxes) **Total Fee(s):** \_\_\_\_\_

You may register in person, fax or mail this form with payment to:

**Sutherland-Chan School & Teaching Clinic, 330 Dupont Street, Suite 400, Toronto ON M5R 1V9**

\*The textbook for this course is available at Sutherland-Chan. You may purchase it in advance and pick it up in class on the first day. To pick up your textbook prior to the start of class, you must pay by VISA, cash or Interac. For further details on textbook purchases, contact Nicole Blake Perryman at 416-924-1107 ext. 23 or email: [admissions@sutherland-chan.com](mailto:admissions@sutherland-chan.com)

**Payment Options:** 1) CASH or INTERAC (in person only)

2) CHEQUE or MONEY ORDER – payable to **Sutherland-Chan Schools Inc.**

3) If registering by fax, please complete VISA information below and **fax to 416-924-9413**

VISA Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Refund Policy

A full refund of course fee, minus a 10% administration charge, will be given if the participant withdraws from the course before the beginning of the second class of an 8 week course or the third week of a 16 week course.

For the correspondence course, you will be given a full refund minus a 10% administration charge if the material for the course is returned to the school within two months in unused condition. There will be an additional \$100 fee when transferring from the correspondence course to the on-site Physiology course.

#### Deductibility of Course Fee for Income Tax Purposes

Sutherland-Chan Schools has been approved by the Ministry of Employment and Immigration as an educational institution under Section 60 (f) (iv) of the Income Tax Act. A student who is enrolled at our school may claim a tuition tax credit for any tuition paid by the student for the year provided that: a) such fees exceed \$100; b) the student is at least 16 years of age; c) the student was enrolled in the course to obtain skills for, or improve their skills in an occupation. If you take our Physiology course for general interest only, your fees are not deductible for income tax purposes. Please note that if you claim a tuition credit for your course fees, you may be requested by the Canada Customs and Revenue Agency to provide proof that, through taking the course, you were working toward an occupation or improving your skills in an occupation.

#### For Office Use Only

Payment: CASH \_\_\_\_\_ CHEQUE \_\_\_\_\_ VISA \_\_\_\_\_ INTERAC \_\_\_\_\_ RECEIPT \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_