

Payroll 250: Payroll Administration in Canada — 2008 Registration Form

American Payroll Association • Payroll Learning Centers

233 S. 4th Street, 3rd Floor, Las Vegas, NV 89109-5785 • Phone: (702) 735-1111 • Fax: (702) 735-1143 — 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217 • Phone: (210) 224-6406 • Fax: (210) 224-6038

Three Enrollment Options:



1. Register Online* at www.americanpayroll.org

APA Store Search Term: Canada



2. Fax* form to (210) 224-6038



3. Mail form with your check to

API Fund for Payroll Education, Inc.
c/o Payroll Learning Center
660 North Main Avenue, Suite 100
San Antonio, TX 78205-1217

*Credit Card required

Registration Fees:

Fees include course manuals and all meeting materials. Payment in full must be received with registration; as such, no interest is charged on course fees. If you have not received confirmation of your registration one week prior to your seminar, please call APA to confirm your registration. **APA reserves the right to limit enrollment to ensure that published objectives will be achieved.**

Because of limited seating in the Learning Center classrooms, only those individuals with confirmed registrations will be guaranteed admittance to the class. Before making your travel arrangements, contact APA, at (210) 224-6406, to ensure space is available on your preferred course dates.

Cancellations and Refunds:

1. Refund computations will be based on the course time expressed in clock hours.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance, \$100 shall be retained by the API Fund for Payroll Education, Inc./Payroll Learning Center.
4. If the student fails to enter the course, withdraws, or the course is discontinued at any time before completion, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the course after the effective date of termination bears to the total number of class hours in the course.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) if an enrollee is not accepted by the school;
 - (b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising or promotional materials of the school, or misrepresentations by the owner or representative of the school.
6. Refunds will be totally consummated within 15 days after the effective date of termination.

The APA is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors, #103152. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Ste. 700, Nashville, TN 37219. Website: www.nasba.org. No prerequisites or advance preparation required. Course level: overview. Delivery method: Group-live.

We have registered with the Texas State Board of Public Accountancy to meet the requirements of the continuing professional education rules covering maintenance of attendance records, retention of program outlines, qualifications of instructors, program content, physical facilities and length of class hours. This registration agreement does not constitute an endorsement by the Board as to the quality of the program or its contribution to the professional competence of the licensee.

Last updated January 2008

I wish to attend Payroll 250: Payroll Administration in Canada in this city/date:

City: _____ Course Code: _____ Course Dates: _____

I am an APA MEMBER. Member's ID #: _____ \$1,429

I am a COLLEAGUE of an APA Member (at the same street address) \$1,485

Colleague's ID #: _____

Member's Name: _____

Member's ID #: _____

I want to JOIN APA now and register at the member rate \$1,659

Class Registration Fee at Member Rate \$ 1,429

Annual Membership Dues** \$ 195

One-time Membership Enrollment Fee \$ 35

Total \$ 1,659



I am NOT an APA Member or Colleague \$1,649

**Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. Members of the APA receive PAYTECH magazine as part of their annual dues of \$195, \$50 of which is allocated for their subscription to PAYTECH, which is nonrefundable therefrom. 100% of membership dues are deductible as an ordinary business expense.

Registrant's Information:

Name: Ms. Mr. _____

Title: _____ Organization: _____

Street Address: _____

City: _____ State/Province: _____ Country: _____ Zip + 4-Digit/Postal Code: _____

Telephone: _____ Fax: _____
(Area/Country Code) (Area/Country Code)

E-mail: _____

(For official APA communications, registration confirmations, and Payroll Currently)

Please indicate if you are: CPA PA (For NASBA reporting purposes)

If you have a disability or require special services, call (210) 224-6406, M - F, 8 a.m. - 6 p.m. CT at least 14 days in advance.

Needed for new member enrollment: Birth date: _____ / _____ / _____

Payment in U.S. dollars must accompany registration form. Currency Converter: www.americanpayroll.org

Pay Online Check Credit Card

I authorize the API Fund for Payroll Education, Inc. to charge my credit card. **Card is: (check one)** Corporate Personal
Card #: _____

Exp. Date: _____ Name on credit card: _____

Signature of cardholder: _____

Purchase Order #: _____ (government agencies/universities only)

Supervisor's Certification (REQUIRED):

I certify that _____ (registrant's name) registering for above named class is or will potentially perform tasks related to the payroll department.

Supervisor's Signature _____

Approved and regulated by the Texas Workforce Commission, Career School and Veterans Education Section, Austin, Texas.

Authority for Data Collection: Texas Education Code, Section 132.055 and Texas Administrative Code, Section 807.1217(b)(2)(C), (D), and (E).

Planned Use of the Data: To provide evidence of receipt of that information which is required by law to be provided the student prior to enrollment.

Course Outline, Transfers, Substitutions, Hotel Accommodations: www.americanpayroll.org

Students with unresolved problems with the Payroll Learning Center may contact:

San Antonio location: Texas Workforce Commission, 101 E. 15th St., Austin, TX 78778-0001

Las Vegas location: Nevada Commission on Postsecondary Education, 1820 E. Sahara Ave., Suite 111, Las Vegas, NV 89104

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

I have reviewed the course enrollment agreement and understand my rights and responsibilities as expressed in these documents.

Student's Signature: _____ **Date:** _____

Course consists of 29 RCHs, 2.9 CEUs, or 34 CPE credits.

EMT: BEW

FOR OFFICE USE ONLY: Date: _____ Order #: _____ Batch #: _____

Group: _____ Check #: _____ C/P: _____ Total: \$ _____

School Representative's Signature: _____ Date: _____