

REGISTRATION FORM – CORPORATE CONTROLLERSHIP PROGRAM

May 8 - 14, 2009 @ Westin Whistler Resort, Whistler, British Columbia

Name:		Designation(s):	
Position:			
Organization:			
Address:			
City:	Province/State:	Postal/Zip Code:	
Country:	Email:		
Phone:		Fax:	

Accommodations

Arrival Date at Facility: _____ Departure Date at Facility: _____

Special Meal Requirements (if any): _____

Please note that the ICABC will make the reservation on your behalf – please do not book the accommodation yourself.

Method of Payment

Program Fee: \$5,400 (Meals and accommodation are additional, at participant's expense)

GST (5%): 270 (GST#107508541)

Total: \$5,670

Payment Method: VISA Mastercard Cheque to follow

Note that registrations submitted with cheque -to-follow will be held until the cheque is received.

Card Number: _____ Expiry: (mm/yyyy): _____

Name of Card Holder: _____

Please fax or email your registration to the address below.

Institute of Chartered Accountants of British Columbia - Professional Development Department

Box 22, 500 – 505 Burrard Street, Vancouver, BC V7X 1M4

Phone: 604 681.3264 or 1 800 663.2677 | Fax: 604 684.1267 | Email: pdreg@ica.bc.ca

Terms of Registration:

All registrations must be accompanied by payment. Due to self-study requirements and limited seating, all registrations should be received one month (30 days) prior to the session start date. Changes or cancellation to this registration must be made in writing to the ICABC.

Transfers: If you must change your registration to a future date, a one-time transfer will be permitted upon receipt of a written request and received more than thirty (30) days prior to the program start date otherwise, the regular cancellation policy will apply. There is a charge of \$250.00 (+GST) to cover administration processing costs of the transfer.

Cancellations: The ICABC will issue refunds for cancellation based on the following.

- (a) More than sixty (60) days before the program start date - A refund less \$100 (+ GST) will be granted upon receipt of written notification.
- (b) 30 – 60 days before the program start date – a refund less \$1,300 (+ GST) will be granted upon receipt of written notification.
- (c) Less than thirty (30) days – no refund. Full program fees apply.

I accept the terms and conditions as set out above.

Signature _____ Date: _____