

COMPANY SEAT PURCHASE

Centre for Continuing Studies, Malaspina University-College
900 Fifth Street, Nanaimo, BC V9R 5S5
Telephone 1-866-734-6252
Fax this form to (250) 248-9792
Duplicate form as needed



PLEASE PRINT

Company Name	()	Telephone #	
Company Address	()	Fax #	
City	Province	Postal Code	P.O. # (if applicable)
Training Contact Person	Title		
Signature of Authorized Signatory	Title		

Student Name	Last Name		First Name
Home Address	Street Address		
City	Province	Postal Code	
()	()	Email	
Home Phone	Work Phone	Email	

Student Record

I have attended Malaspina before

Yes No

I know my Student #

Male Female

Date of Birth (yyyymmdd) _____

PLEASE NOTE: Date of Birth is required!

COURSE INFORMATION: *If purchasing seats for more than one person, please submit a separate form for each person.*

Course Title	Course Code	Section
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PLEASE NOTE:

1. Your company will be invoiced for the seats purchased. Invoices are due 30 days from the invoice date.
2. Where an "Application" is required a \$30.00 one-time fee per student will apply.
3. You can replace a student right up to course start date by contacting our office at 1-866-734-6252 or call (250) 248-2096. Refunds follow the Centre for Continuing Studies Refund Policies.
4. Confirmation of registration will be faxed to the company training contact person and the registration statement will be mailed to the student's home.