



Canadian Immigration Training Academy
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 Toronto, Ontario, M3J 2G2
 Canada
 Fax: +1 416 663 4931
 Web: www.CITAcademy.com

Registration Form

FOR NON CREDIT IMMIGRATION TRAINING PROGRAMS

PLEASE PRINT CLEARLY IN BLACK OR BLUE INK

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Surname	First Name	Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (DD/MM/YYYY)	Country of Birth	Mother Tongue	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Your CITA Online Username	Apt. #	Street	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	Province	Postal Code	Country
<input type="text"/>	<input type="text"/>		
Home Phone	Mailing Address (if different from the above)		
<input type="text"/>	<input type="text"/>		
Cellular Phone	E-mail Address		
<input type="text"/>	<input type="text"/>		<input type="text"/>
Current Employer			Position

Business Phone

Are you or your employer currently engaged in immigration business? Yes No

<input type="checkbox"/> Secondary or less	<input type="checkbox"/> Formal Trade Certificate/Apprenticeship	<input type="checkbox"/> Non-university certificate or diploma	<input type="checkbox"/> Master's degree
<input type="checkbox"/> Bachelor's degree	<input type="checkbox"/> Some Post-graduate studies, but no degree	<input type="checkbox"/> Some university, but no degree	<input type="checkbox"/> Ph.D.

Level of Education

COURSE INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Name	Course Number	Tuition Fee

PAYMENT INFORMATION

<input type="checkbox"/> Credit Card (Please complete this section) ▶	<input type="checkbox"/> VISA	<input type="text"/>	<input type="text"/>	Expiry Date
	<input type="checkbox"/> MasterCard	M	M	Y
<input type="checkbox"/> Certified Cheque / Bank Transfer (Please make your Certified Cheque / Bank Transfer payable to Canadian Immigration Training Academy and indicate your full name and course number on it. Attach this cheque to your Registration Form.)	<input type="text"/>			
<input type="checkbox"/> Debit Card / Cash (In person only)	<input type="text"/>			
	Cardholder's Name			
	Cardholder's Signature			

REGISTRATION POLICIES AND PROCEDURES

- Registration forms are processed on a first-come, first-served basis, space permitting.
- Tuition Fees must be paid in full at the time of registration.
- Please note: the registration process is not completed until payment is received.
- CITA receives Registration Forms with payment by fax (VISA, MasterCard), by mail (VISA, MasterCard, Certified Cheque, Bank Draft) and in person (VISA, MasterCard, Certified Cheque, Bank Draft, Debit / Interac, Cash).
- CITA reserves the right to modify or cancel any course, program option, fee, timetable or location at any time.
- WITHDRAWAL POLICY: It is your responsibility to officially withdraw from courses you do not intend to complete. To initiate a withdrawal you should contact Registrar's Office in writing. Failure to attend classes does not constitute an official withdrawal from courses.
- REFUND: A refund will ONLY be issued for a withdrawal request made PRIOR TO THE FIRST CLASS. After the first class, fees are neither transferable nor refundable. CITA reserves the right to retain a \$25.00 Registration fee and a \$10.00 Administration fee from withdrawal refunds. Refund cheques will be issued for cash, cheque and debit card payments. Credit cards will be refunded for credit card payments. Please allow two to six weeks for refund processing.
- In the event that CITA must cancel your course, your course fees will be refunded to you in full.

Please visit our website at www.registration.CITAcademy.com for more details.

DECLARATION: I hereby certify that:

- All statements on this form are correct and complete.
- I have read and have understood CITA REGISTRATION POLICIES AND PROCEDURES.
- I understand that misrepresentation of this data may result in admission to or registration in CITA being rescinded.

Student Signature

Date (DD/MM/YYYY)

FOR CITA USE ONLY

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student No.	Start Date	Notes