



Private Course Registration Form

Thank you for choosing St. John Ambulance as your First Aid provider.

Form with fields: Today's Date, Company Name: Girl Guides of Canada- NS Members, Company Address: 32 Glendale Ave unit 1, Lower Sackville, NS B4C 3M1, Email: ns-executiveassistant@girlguides.ca, Cell Phone, Billing Information, Billing Address: as above, Bill to Account: Girl Guides - NS, Billing Contact Name, Email: ns-ap@girlguides.ca, Work Phone.

Form with fields: Contact Name: District Organizer, Contact: Cell Phone #, Contact email, Certificates-name & address to be mailed.

Course Information- Private Group Booking (min 10, max 18 attendees) Fill in all Information

Course information table with fields: Course Type, Number of Students, Other, Course Location, Mileage Approved, Parking Available, Parking Fee Approved, Date(s) Requested, Specific Instructor Requested, Lunch (30/60 minutes).

Cancellation Policy

Classes which are cancelled more than 15 business days prior to the scheduled start date, will be subject to a \$40 (+ Tax) administration fee.

Cancellations within 15 business days of the scheduled start date, will be charged 50% of the cost of training (based on the minimum number of students required and any additional fees incurred (ie, travel, accommodations, etc)

By checking this box, I acknowledge that I have read SJA's Cancellation Policy listed above.

Signature and Date fields: Name, Signature, Date.



The following MUST be completed and submitted with pages 1 & 2:

Contact name:	
Email address for above:	
Contact Phone # / Cell Phone #	
Area / District	
Unit level Unified Banking Code:	

Attendee Information:

Name of Attendee	IMIS #	Unit	District	Birthdate	Email