



Residence Program Registration Form

Call 780.428.1111 for additional information.



CONTACT INFORMATION

School/Group Name: _____ Office email: _____

1st CONTACT Position First Name Last Name Email

2ND CONTACT Position First Name Last Name Email

TELEPHONE Daytime Cell Fax

ADDRESS Street/Box No. Town/City Postal Code

PROGRAM REGISTRATION INFORMATION

Program Choice(s)	Residence Program Length (2-day/ 3-day)	Grade	# of Students	# of Adults	Requested Date Choices
1.					1 st – _____
2.	<u>Arrival/Departure Time</u>				2 nd – _____
3.					3 rd – _____

Additional Information: _____

AV Requirements: _____

Note: A detailed menu of included meals is posted on our [website](#).
Please inform us of any dietary requests or concerns 48 hours prior to arrival.

Dietary restrictions: _____

If you have not received email confirmation of this booking within 14 days of submission, please email metro@epsb.ca.



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PAYMENT INFORMATION – Deposit must accompany Program Registration Form

Note: A \$500 deposit is required at the time of booking. The final amount will be invoiced after the stay and will be based on the confirmed numbers provided prior to the event

Total cost (including GST if applicable, see prices on following page): _____ (Edmonton Public Schools – NO GST)

Method of Payment: _____Cash _____Cheque (payable to Edmonton Public Schools) _____Credit Card _____Budget /SGF

NAME OF CARDHOLDER:_____ AUTHORIZED SIGNATURE:_____

CARD NUMBER_____ Expiry Date_____/____/_____

Edmonton Public Schools should **not be using their school credit card*

Budget Funds - Edmonton Public Schools only:

Account Code 800602 Cost Centre_____ Program _____ Activity _____.
(4-digit) (5-digit) (6-digit)

(This will be processed by Journal Voucher)

SGF Funds – Edmonton Public Schools only:

1. Please provide a SGF cheque with the stub attached using Acct # 2100 **or**
2. Account Code 101501 Cost Centre _____ Program _____ (34001-34801) Activity 800001

(This will be processed by Journal Voucher to the schools School to Pay account)

SEND to: Metro Continuing Education, 7835 - 76 Avenue NW, Edmonton, AB T6C 2N1 (or Truck mail for EPSB) or

FAX: 780.428.1112 or **EMAIL:** metro@epsb.ca

CANCELLATION POLICY

To withdraw from a program with a full refund, please email metro@epsb.ca at least 60 business days prior to your program date. Withdrawal requests after the 60 days will result in a refund less 50% of the cost of the program.

PROGRAM PRICES

Elementary Rates

2-day program: \$79.95 per person

3-day program: \$129.95 per person

Included in rates: accommodation, program planning, food, instruction, overnight supervision and required equipment and resources.

Note: A booking for 1-35 students includes 2 free adults, 35-50 students includes 3 free adults, 51-65 students includes 4 free adults.

Junior High and High School Rates

2-day program: \$89.95 per person

3-day program: \$149.95 per person

GST will be added for schools outside of Edmonton Public Schools. Prices are subject to change.