



Region of Waterloo

## Workshop Registration Form

**Please print all information. Return to the Organization Development Division,  
Human Resources Department.**

Workshop Name: \_\_\_\_\_ Workshop Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day/ Month/Year

- attended prerequisites
- required training for job
- required training for career development
- read course description and noted any costs or pre-work requirements

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Work Location Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day/Month/Year

Supervisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day/Month/Year

Account Number: \_\_\_\_\_

Workshops will be confirmed when a completed registration form is received ten (10) days prior to the workshop date.

### Workshop Cancellation Policy

Notice to cancel a registration for any Organizational Development sponsored training program must be received by Human Resources ten **(10) calendar days prior** to the day of the program. Failure to cancel **seven (7) calendar days** prior to the date of the program will result in a **\$50.00 chargeback fee** to the registrant's department.

Failure to attend a program on the scheduled date without prior notification to Human Resources will result in a **\$100.00 chargeback fee** to the registrant's department.



Region of Waterloo

## Cancellation of Workshop Registration Form

**Please print all information. Return to the Organizational Development Division,  
Human Resources Department.**

Workshop Name: \_\_\_\_\_ Workshop Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day/Month/Year

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Work Location Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Cancellation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day/Month/Year

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