

NWP Contact Information

Phone: 1-888-822-2250
Email: apprenticeship@nwpolytech.ca

Registration Form for Apprenticeship Technical Training

First and Last Name		Apprenticeship ID	
Birth Date (mm/dd/yyyy)		NWP ID	
Phone Number		Trade Name	
Email Address		Period	

CONTACT INFORMATION

- Your contact information is supplied to NWP from your myTradesecrets account. Please ensure it is current before registering.

Apprenticeship Technical Training Schedule (class dates) can be found on the back of this form or the AIT website

First Choice

Class Dates: (start/end dates)

Class Code

Second Choice – if first not available

Class Dates: (start/end dates)

Class Code

Attendance is mandatory for all scheduled dates in an apprenticeship. The apprentice is responsible for notifying NWP if they will not be attending the first class. In the event an apprentice is not in attendance, the apprentice will have until the second class day at 2 PM to contact NWP. Failure to contact NWP may result in the apprentice being removed from class without notice and no refund will be issued.

Refund Policy: Up to one business day prior to the first day of class, you can withdraw through your MTS account, by emailing apprenticeship@nwpolytech.ca or in-person at Student Services on either campus. A \$100.00 administrative fee will be assessed. Refunds must be requested in writing to apprenticeship@NWPolytech.ca as they are not automatically issued. If a cancellation request is received less than one business day prior to the first day of class, no refund of tuition & fees will be issued.

Apprentice Signature: _____ **Date:** _____

STUDENTS WITH DISABILITIES

I would like information about services for students with disabilities or serious health conditions

OFFICE USE ONLY	Receipt #:	Paid by:	Date Registered:
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Payment information		Tuition is due at the time of Registration	
Credit Card Name Holder		Company Purchase Order	
Card number		Company Name	
Expiry Date		Company Address	
CVV		Contact Person/Phone Number	
Amount Approved		Agreement Number	