

## APPRENTICESHIP REGISTRATION FORM

**REGISTERED APPRENTICES:** use this form to register for Classroom Instruction.  
**Not a Registered Apprentice?** Contact the Apprenticeship and Industry Office to get started! 1-800-248-4823

<b>FIRST AND LAST NAME:</b>		<b>APPRENTICESHIP ID:</b>	
<b>PHONE NUMBER:</b>		<b>NWP ID:</b> (IF APPLICABLE)	
<b>TRADE NAME &amp; PERIOD</b>		<b>BIRTH DATE:</b> (MM/DD/YYYY)	
<b>EMAIL:</b>			

**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 here](#) or the AIT's website.  
 Tuition and Fees can be [found here](#) on our website.

<b>CLASS DATES:</b> (START/END DATES)	<b>FIRST CHOICE</b> <input style="width: 95%;" type="text"/>	<b>CLASS CODE:</b>	<input style="width: 95%;" type="text"/>
<b>CLASS DATES:</b> (START/END DATES)	<b>SECOND CHOICE</b> <input style="width: 95%;" type="text"/>	<b>CLASS CODE:</b>	<input style="width: 95%;" type="text"/>

**Refund Policy:** Apprentice's can withdraw from a class until **4:30 PM (MST)** on the business day before your class starts through their MyTradesecrets account, by emailing [apprenticeship@NWPolytech.ca](mailto:apprenticeship@NWPolytech.ca), or in person at either campus. A \$100 administrative fee applies, and refunds must be requested in writing as they are not automatically issued. Withdraws after the 4:30 PM (MST) deadline are not eligible for a refund.

Attendance is required for all apprenticeship classes. 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, they will have until **2:00 PM, on the second day**, to contact NWP. If we don't hear from the apprentice, they may be removed from class without notice and no refund will be issued.

**APPRENTICE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENTS WITH DISABILITIES**

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

<b>OFFICE USE ONLY</b>	<b>RECEIPT #:</b>	<b>PAID BY:</b>	<b>DATE REGISTERED:</b>
	<b>AGREEMENT #:</b>	<b>FORWARDED TO FINANCIAL AID:</b>	

PAYMENT INFORMATION	FULL TUITION IS DUE AT THE TIME OF REGISTRATION
<b>CREDIT CARD NAME HOLDER</b>	<b>COMPANY PO # or EMAIL ADDRESS</b>
<b>CARD NUMBER</b>	<b>COMPANY NAME AND ADDRESS</b>
<b>EXPIRY DATE</b>	
<b>CVV</b>	
<b>AMOUNT APPROVED</b> \$	<b>CONTACT PERSON/PHONE NUMBER</b>

The personal information being collected in this form will be used to enroll you in technical training and to administer your apprenticeship program. Our authority for collecting this information is section 33© of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25. If you have any questions about the collection of this information, you may contact the Registrar's Office, 10726 – 106 Ave, Grande Prairie, AB T8V 4C4, 780-539-2911 or toll free at 1-888-539-4772.