



**REGISTRATION FORM**  
Extra Curricular Creative Arts Program  
**FAX (613) 239-2679**  
Mail – 440 Albert Street, Ottawa, Ontario K1R 5B5

**STUDENT INFORMATION**

**Student Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **M** \_\_\_ **F** \_\_\_  
**Date of Birth** **Day** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year** \_\_\_\_\_ **School Grade** \_\_\_\_\_  
**Name of Classroom Teacher** \_\_\_\_\_  
**Student Home Address** **Street no.** \_\_\_\_\_ **Street Name** \_\_\_\_\_ **Apt.#** \_\_\_\_\_  
**City** \_\_\_\_\_ **Province** \_\_\_\_\_ **Postal Code** \_\_\_\_\_  
**Any Allergies? Please explain** \_\_\_\_\_  
**Remedies** \_\_\_\_\_

**PARENT/GUARDIAN CONTACT INFORMATION**

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_  
**Gender** **M** \_\_\_ **F** \_\_\_ **Tel. # (H)** \_\_\_\_\_ **(Other)** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**Address (If different from above)** \_\_\_\_\_  
**Emergency Contact Name** \_\_\_\_\_ **Tel. #** \_\_\_\_\_  
**Pick-Up Authority (If different) Full Name(s)** \_\_\_\_\_

**COURSE INFORMATION**

**Course Title** \_\_\_\_\_ **Crs #** \_\_\_\_\_  
**Course Location** \_\_\_\_\_ **Start Date** \_\_\_\_\_

**COURSE FEE PAYMENT**

**COURSE FEE \$**

Course fees are payable at the time of registration. Please include your payment with this registration form. **Note** Registration Confirmations will be sent via e-mail or Canada Post.

**Payment Type:**

**Credit card # (Visa/MC/AMEX)** \_\_\_\_\_ **Expiry** \_\_\_\_\_

**Card holder Name** \_\_\_\_\_ **Authorized Signature** \_\_\_\_\_

**Cheque (payable to OCDSB)**

**Money Order**

**Debit** – In-person registrations only at 440 Albert Street.

**Cash** – In-person registrations only at 440 Albert Street. **DO NOT MAIL CASH**

**Cancellation Policy**

Should the OCDSB be obliged to cancel a course due to insufficient registration, a full refund will apply. Cheque, money order and cash refunds require a processing period of 4-6 weeks and are refunded by cheque and mailed through Canada Post. Visa, Mastercard, AMEX will be credited. Debit refunds in-person only at 440 Albert Street.