



Masters Certificate in Project Management Registration

PERSONAL INFORMATION

_____ Last Name	_____ First Name	_____ Middle Name	
_____ Home Address	_____ City	_____ Province	_____ Postal Code
_____ Business Address	_____ City	_____ Province	_____ Postal Code
_____ Primary Telephone Number	_____ Additional Telephone	_____ Business Telephone	
_____ Email Address			

Citizenship Canadian
 Other
 Dual

PROFESSIONAL BACKGROUND

Number of years of PM/BA experience _____

Previous PM/BA training None 1 intro course A few courses Many

Type of projects you manage IT implementation/software development Other _____
 Construction/Engineering

How did you hear about this program? _____

EXECUTIVE RECOMMENDING APPLICANT (if applicable)

Name _____ Title _____

Telephone _____ Email _____

REGISTRATION & PAYMENT

Please return this form via email to paceregistration@uwinnipeg.ca to register.
 Upon receiving your registration form, you will receive payment instructions. Do not submit credit card information via email.
 Do not submit credit card information via email. Cheques should be made payable to The University of Winnipeg.

Payment Options

\$8,795 in full \$800 deposit, balance due before first course day

DECLARATION

I declare that I have read and understood the information on this form, and that all statements made with respect to this form are true and complete. I understand and agree to the payment schedule, refund policy, and attendance policy of The University of Winnipeg's specific program. I agree, if admitted, to comply with the regulations of The University of Winnipeg.

Signature _____

Date _____

(Please see page 2 for policies)

POLICIES

Cancellation & Refund Policy

If you are unable to attend the program you may transfer to the next session subject to the 21-day written notification requirement or your organization may name a replacement candidate. A full refund will be issued for written cancellations received a minimum of 21 days before the program start date.

Written cancellations received after the 21-day written notification requirement will forfeit the \$800 deposit. *Non-attendance or withdrawal after the program start date will incur charges of the full program tuition fees.*

Non-Refundable Transfer Policy

Once the program has commenced, only one module transfer to another session will be permitted without penalty (subject to space availability). Each subsequent transfer is subject to a \$200 administration fee.

Applications for Educational Funding

All applications for educational funding must be finalized and documentation submitted to the University by the student intake appointment to maintain a secured seat in the program. A minimum installment of one-quarter of the program fees must be paid to the University by the first week of the program.

Sponsorships

Students must submit an [Invoice Authorization](#)* form or letter on their company letterhead at the time they pay the \$800 deposit.

* Must attach authorization on company letterhead or official purchase order, including company mailing address, contact person, and authorized signature.

This form must be submitted via email to paceregistration@uwinnipeg.ca