

The following contains NRLC policy regarding registrations, payments and confirmations. If you have any questions please be in contact with our office.

NRLC has a ten-day pre-registration planning requirement for all workshops. This gives us time to consider cancellations and to work out final planning details, so register early to avoid the cancellation of workshops, and to ensure your name is included. We do accept registrations up to the date of the workshop, and we also require three days to arrange and finalize catering and workshop materials when applicable.

NRLC Registration Policy: All NRLC members are welcome to register for any NRLC program; sessions are open to all of our partner members (Teachers, Administrators, Support Staff, Central Office Staff, Parents, School Council Members and Trustees). While some programs advertise to a particular audience, if you are interested in the topic, your attendance and input will be welcomed.

Student Teachers must register individually, and will be charged regular program registration fees.

We encourage you to REGISTER ONLINE or by faxing your registration to (780) 882-7908.

Participant Payment Policy: Registrations will be accepted and processed by NRLC on a 'pending' basis until payment or payment terms are received. All registrations must be paid prior to the date of the session; or we must receive payment arrangements for direct billing or credit card processing prior to the date.

Please note: **(a)** all payments are in Canadian Funds; **(b)** secure online payment by credit card is not available at this time so please call NRLC with details; **(c)** receipts for credit cards and individual cheques will be emailed to the payer named; **(d)** GST does not apply to registration fees.

Participant Confirmation Policy: Participants will receive a Confirmation of Attendance for each program or workshop. These confirmations are emailed to the address given on the registration form. All efforts are made by NRLC staff to ensure correct addresses are used, and we ask each participant to please review their personal information prior to submitting the registration. Location, time and any other details of your workshop will be included in this confirmation.

If you still have questions, please call our office at 780-882-7988, or email nrlc@gppsd.ab.ca

Thank You – NRLC Staff