



## How to Register for the Aboriginal Trust Officers Training Program

### By Mail:

Using the **Lethbridge College "Non-Credit Course Registration Form"** or **Lethbridge College "Aboriginal Trust Program Registration Form"** (which has the course name/date already inserted in course details section), fill out all the information and mail the registration form with payment to Lethbridge College

**Business Training & Development, IB2101**

**Lethbridge College**

**3000 College Drive South**

**Lethbridge Alberta T1K 1L6**

Cheques or money orders are **payable to Lethbridge College**. Registration is complete when payment is received in full and the registration request has been processed. If you wish to register by mail, please do so **at least three weeks in advance of the course start date** to ensure processing is complete.

### Phone & Fax Registrations:

Phone and faxed registrations are accepted using Visa or Mastercard only. **Faxed Registrations**—please complete the Registration Form and fax in to 1-888-435-4827. **Phone Registrations**, please have the following information handy:

- Registrant's birthday (year, month, day)
- Registrant's name and complete address
- Registrant's email address
- Course name and course ID number
- Credit card number and expiry date

### Sponsor wishes to be invoiced:

To process a student registration with the request for the company/organization to be invoiced, we require either:

- 1) a formal letter on company letterhead and signed by an authorized signatory; or,
- 2) a formal company purchase order signed by an authorized signatory

### Include the following information with the letter or purchase order:

- Registrant's birthday (year, month, day)
- Registrant's name and complete address
- Registrant's email address
- Course name and course ID number
- Billing information (mailing address, contact name/phone number)

### In Person:

The Registrar's Office is located in room PA1130, just inside the front entrance of Lethbridge College.

### Course Fees and Course ID Numbers:

- **NATOA Members:** \$500 + 5% GST; \$525 total; Contact NATOA at info@natoa.ca for course ID number
- **NATOA Non-Members:** \$800 + 5% GST; \$840 total; Course ID: B21-100-C02

**Business Training & Development ♦ Lethbridge College**  
**Phone: 403.320.3288 ♦ Fax: 1-888-435-4827**