

# APPLICATION

## Certificate in University and College Administration LEVEL I

**Application Fee: \$100.00 (CAD)** GST exempt

Please complete in type or legible print.

Dr.    Prof.    Mr.    Mrs.    Ms.

Name:

*Last*

*First*

*Middle Initial*

Position:

Department:

Faculty:

Institution:

Address:

City:

Prov/State:

Country:

Postal/Zip Code:

Telephone: (      )

Fax: (      )

E-mail:

**Method of Payment:** (invoices are not issued)

Please make cheque payable to: **The University of Manitoba.**

- Cheque (to follow in mail)    Mastercard  
 Visa    FOAP (University of Manitoba employees only)

Credit Card/FOAP Number

Expiration Date (Month, Year)

**This application form to be accompanied by:**

- a \$100.00 application fee, payable to The University of Manitoba, (Applications not admitted will receive \$50 refund).
- a letter of reference (stating participant's position)
- a current job description

**Forward completed application form and fee to:**

Centre for Higher Education  
Research and Development  
The University of Manitoba  
220 Sinnott Building,  
70 Dysart Road  
Winnipeg, MB R3T 2N2

Telephone: (204) 474-8309

Fax: (204) 474-7607

e-mail: [cherd@umanitoba.ca](mailto:cherd@umanitoba.ca)

[www.umanitoba.ca/cherd](http://www.umanitoba.ca/cherd)

*The University of Manitoba and CHERD offer this course on the basis that in exceptional circumstances, such as illness, substitutions for instructors may be made.*

*This personal information is being collected under the authority of The University of Manitoba Act. It will be used for course registration. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact: The Centre for Higher Education Research and Development (CHERD).*

