



Training Application Form

For Office Use:

A non-refundable Application Fee of \$50 must be submitted with this form.

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK. PLEASE NOTE, THE REGISTRAR MAY REJECT YOUR APPLICATION IF IT IS FOUND TO BE UNCLEAR, UNREADABLE AND/OR INCOMPLETE

Please indicate how you heard about Ascii Systems Inc. training classes:

- Ascii Systems Website
- The Watchman newspaper
- Word of Mouth
- Other

Which training(s) are you applying for?

- Microsoft Training Package
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Resume & Interview Preparation Package
- Resume Writing
- Interview Preparation
- Basic Computer Installation
(Windows & other Softwares)
- Internet Essentials
- Network Essentials



EMERGENCY CONTACT INFORMATION

Surname	Given First Name	
Middle name	Address (If Different from Applicant's)	
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Home Phone	Mobile Phone	Business Phone
Relationship to Applicant: _____		

OTHER INFORMATION

Country of Birth	Country of Citizenship
How long have you lived in Canada?	What is your Native/Mother tongue (language)?
What language do you speak most often?	What level are you at with computers? (Beginner, Intermediate or Expert?)

FEES

A non refundable CDN \$50 application fee **MUST** be submitted with this form. Payments can be made out to Ascii Systems Inc. by cheque or money order. Cash payments are acceptable in person only. A service charge of any NSF or returned cheques will be assessed. Applications received without the application fee will not be processed.

All tuition amounts must be paid prior to training completion. Training Completion Certificate will not be issued with any overdue amounts on account. You may discuss payment options with the registrar.

FOR OFFICE USE ONLY:

Student Number: _____ Date: _____
 English Level: Beginner Intermediate Expert
 Computer Skills: Beginner Intermediate Expert
 Comments: