

## Registration Form – Dementia: Understanding the Journey

Registration forms need to be submitted two weeks prior to the start date of the course to:

Dementia: Understanding the Journey  
2 Dartmouth Road  
Bedford, NS B4A 2K7  
P: 902-832-8500 x282 | F: 902-832-8505

Organization Delivering the Course: \_\_\_\_\_

Mailing Address (Manuals will be shipped to this location): \_\_\_\_\_

Facilitator(s) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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***Facilitators must have successfully completed the Dementia: Understanding the Journey (formerly ADODCC) course and attended the Facilitator's Orientation.***

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Course Materials needed by \_\_\_\_\_

The Course will be delivered:  Classroom  Online  
(See the Online Delivery Standard if you intend to deliver the course online).

The Manual version to be used:  Hard Copy  eBook\*

\*Use of eBook requires delivering organization to have a bookseller membership to Campus eBookstore.

Number of learners attending the course: \_\_\_\_\_

Number of manuals required: \_\_\_\_\_

***(If manual number differs from learner numbers, please identify where the additional manuals will be obtained - i.e. previous course)*** \_\_\_\_\_

Will you accept learners from outside your organization:  Y  N

If yes, how many: \_\_\_\_\_

### Course Fees:

- Per learner
  - \$105.00 plus HST - \$ 120.75 (includes: hard copy manual, recognition of completion certificate, and pin)
  - \$86.00 plus HST – \$98.90 (includes: eBook, recognition of completion certificate, and pin)

**Note:**

- The course fee is to be paid within 30 days of invoice date. An invoice for course fees will be issued on or near the course starting date.
  - eBook sales will be reported to course administration from Campus eBookstore and an invoice will be issued to the delivering organization based on this report.
- We ask that only one business cheque, payable to the Health Association Nova Scotia be issued to cover the registration of all learners (**no individual participant cheques will be accepted**).
- No certificates will be issued unless payment has been made.
- Dementia: Understanding the Journey manuals cannot be resold, borrowed or photocopied. Recognition of completion is tied to manuals ordered.

**Cancellation Policy**

The course fee is to be paid within 30 days of starting a course. An invoice for course fees will be issued on or near the course starting date. A credit for materials ordered will be issued if cancellations are reported and materials (manuals and U-FIRST wheels) are returned, intact, within 30 days of course start date. The delivering organization is responsible for the return shipping fees for any unused manuals/wheels. Course fees will not be credited after the 30-day period.

**By signing you guarantee payment of the course fee and agree to follow the delivery requirements set by the Dementia: Understanding the Journey Society as stated in the Facilitator Manual.**

Delivery Organization (Administrator or designate)

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Invoice will be sent to delivering organization Administrator or designate as signed above