



NATIONAL ADVOCACY  
COMMUNITY ACTION.



## 2022 TRAINING SCHEDULE & WORKSHOP SELECTION

### WINTER/SPRING VIRTUAL SCHEDULE

Through YWCA Toronto's Skills Development Centre (SDC) and Education & Training Institute (ETI), we offer quality training programs to give you a competitive edge in the workplace. We are here to support you through our programs and resources to ensure your success.

**Eligibility & Fees:** Each training program has its own criteria. Contact us to determine your eligibility for services. Please contact us at 416.269.0091 x231 or [ywcatrainingcentre@ywcatoronto.org](mailto:ywcatrainingcentre@ywcatoronto.org) to learn more or visit us online at [www.ywcatoronto.org/employment](http://www.ywcatoronto.org/employment).

PROFESSIONAL OFFICE ADMINISTRATION SERIES		ESSENTIAL SKILLS FOR SUCCESS SERIES	
5-day training program, 9:30am-12:00pm, Fee: \$350		2-week training program, 9:30am-12:00pm, Fee: \$450	
<input type="checkbox"/>	February 14-19	<input type="checkbox"/>	February 28-March 10
<input type="checkbox"/>	March 7-11		
<input type="checkbox"/>	May 16-20		
ADMINISTRATIVE CLERK CERTIFICATE PROGRAM		COMPUTER TRAINING FOR EMPLOYMENT	
13-week training program, Mon-Fri, 9:30am-3:30pm, Fee: \$2,650		5-week training program, 4-days a week (Mon-Tues, Thurs-Fri) 9:00am-12:00pm, Fee: \$900	
<input type="checkbox"/>	March 21-June 14	<input type="checkbox"/>	March 21-April 22

This schedule may be subject to change.  
Last updated: December 17<sup>th</sup>, 2021



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## 2022 REGISTRATION FORM YWCA TORONTO EMPLOYMENT & TRAINING CENTRE

Please **FAX** to 416.269.0114 or **MAIL** to 3090 Kingston Road, Suite 300, Scarborough, ON, M1M 1P2  
CONTACT us at [ywcatrainingcentre@ywcatoronto.org](mailto:ywcatrainingcentre@ywcatoronto.org)

TRAINING PROGRAM	FEE	SELECT DATES	AMOUNT
<b>Administrative Clerk Certificate Program</b>	\$2,650		
<b>Computer Training for Employment</b>	\$900		
<b>Essential Skills for Success Series</b>	\$450		
<b>Professional Office Administration Series</b>	\$350		

### THANK YOU FOR CHOOSING YWCA TORONTO

### TOTAL PAYABLE \$

#### METHOD OF PAYMENT:

DATE OF PAYMENT (DD/MM/YYYY)

CHEQUE payable to YWCA Toronto  
3090 Kingston Rd, 3rd Floor, Scarborough, ON, M1M 1P2

CASH PAYMENT (IN PERSON)

CREDIT CARD # \_\_\_\_\_ EXP DATE \_\_\_\_\_

CARDHOLDER NAME

CARDHOLDER SIGNATURE

#### MAIL INVOICE/RECEIPT TO:

PARTICIPANT NAME

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE #

CELL #

PARTICIPANT EMAIL

#### HOW DID YOU HEAR ABOUT OUR PROGRAMS?

- Word of mouth referral  
 Caseworker  
 Used YWCA Services  
 Brochure / Flyer  
 Newspaper  
 YWCA Website  
 Internet Search  
 Email / YWCA Newsletter  
 Community Event  
 Other \_\_\_\_\_

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## CANCELLATION AND REFUND POLICY

### Withdrawing from your program

Participants who withdraw their registration and provide written notice to the registrar with no less than 48 hrs (2 working days) from the start date of the course are entitled to a full refund.

Participants who withdraw their registration and provide written notice to the registrar with less than 48 hrs (2 working days) from the start date of the course are entitled to a partial refund equal to 50% of course fee.

Participants who withdraw their registration on the first day of class or attend the course in part or in whole will not receive a refund as a result that the seat cannot be offered to someone else.

### Refunds: How does it work?

Refunds will be issued in the same manner that they were collected. E.g. credit card transactions will be reversed for refund, cheque will be issued for cheque payment and cash payments. There is no cash on location therefore; cheques will be issued for all cash payments. Refund cheques will take approximately 4-6 weeks to process and will be mailed out to the information on your registration form.

### Course Transfer Fee

Participants considering on transferring their registration to an alternate course will be charged an administration fee equal to 25% of the course fee.

FOR FURTHER INFORMATION please contact 416.269.0091 ext. 231

YWCA Toronto respects your privacy and adheres to all legislative requirements with respect to protecting privacy. We use your personal information for registration purposes, to process publication orders and keep you informed of other events, programs and fundraising opportunities in support of YWCA Toronto. If at any time you wish to be removed from our list, please notify us in writing.

I, the undersigned do hereby acknowledge that I have read and understood the above terms and conditions and agree to comply with all of them.

Full Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_