

FALL INSTITUTE 2019 REGISTRATION GUIDELINES

Fall Institute

One-day courses for faith formation and ministry training

Check out the Fall Institute Webpage at
<https://rcav.org/oc-fall/>

Open to all adults and youth, especially those in parish ministry.

September 28, 2019 from 10:00am – 4:00pm

Notre Dame High School, 2880 Venables Street, Vancouver

Registration: \$40/\$45 per person for full-day course.
\$20/\$25 per person for half-day course.
Course fee includes morning snack and lunch.

Payment Deadline: \$40.00 for payment received by September 25, 2019.
\$45.00 for payment received after September 25, 2019.
\$20.00 for payment received by September 25, 2019.
\$25.00 for payment received after September 25, 2019.

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| Registration & Payment Information |
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Please be aware that all personal information indicated on the Registration Form will be protected by the Ministries and Outreach Office in accordance with the Personal Information Protection Act and will only be used for Fall Institute registration and event statistics.

You must go online to register.
<https://rcav.org/oc-fall/>

***Registration will not be processed until payment has been received.**

Payment Options:

1. Online Credit Card Payment
2. "Invoice Me" Billing
 - By selecting this option, registrant will receive an invoice by email.

- **If paying by personal cheque or cash:** All payments must be received at the Ministries and Outreach Office, prior to September 28, 2019 to guarantee your spot in the class.
- **If parish, school or organization has agreed to pay for the course (previously “Bill Parish/School”):** Registrant is responsible for submitting their invoice to their parish for payment. Payment from the parish or an emailed confirmation approving payment, must be received by the M&O Office prior to September 28, 2019, to guarantee your spot in the class.
- All cheques can be made payable to “**Roman Catholic Archbishop of Vancouver**”

If space is available, payment can be made in-person on the day of event, however lunch is not guaranteed.

What happens once I have registered online?

REGISTRATION CONFIRMATION

1. **ONLINE CREDIT CARD PAYMENT:** You will receive an automatic email from our website confirming that your registration has been processed.

2. **INVOICE ME BILLING:**

Email #1: Registration Acknowledgement Email

The M&O Office will send out an email acknowledging receipt of your registration submission and an invoice will be sent to you.

Email #2: Registration Confirmation Email

Upon receipt of the complete **registration payment**, the M&O Office will send a confirmation email to the registrant. This confirmation email will include a registration summary, an official receipt.

Please contact Patricia Goldsmith (moreregistrations@rcav.org or 604-683-0281 extension 50237) if you do not receive the “Registration Acknowledgement” email within 5 working days of online submission.

Registration Changes & Refunds

Registration Changes

If you wish to change any registration information, please contact Patricia Goldsmith as soon as possible at moreregistrations@rcav.org or 604-683-0281 extension 50237.

Registration Refund

The M&O Office will **accept written refund requests** until **September 23, 2019**. Please send refund requests to: moreregistrations@rcav.org. Refunds are subject to a \$10 processing fee per registrant. The

M&O Office will provide FULL refunds for participants who have submitted their registration fees and have been notified that they cannot register for the event due to the event reaching maximum capacity or in the event the course has been cancelled. The M&O Office will process refunds after the event.

Registration Tips & Reminders

- REGISTER EARLY! Submit registrations as soon as possible.
- Registration will be taken on a first-come, first-served basis.
- Price increases on September 25, 2019.
- Late registration may not be guaranteed a lunch.

Contact Information/Questions

If you have any questions or need more information, please contact the Ministries and Outreach Office:

Event Enquiries

Clayton Imoo: cimoo@rcav.org

Registration Enquiries

Patricia Goldsmith: moreregistrations@rcav.org or 604-683-0281 extension 50237.