



**ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS**

*QUALIFIED ADMINISTRATIVE ASSISTANT PROGRAM
ENROLLMENT FORM*

This is the authorized form for enrollment in the Qualified Administrative Assistant Program. To enroll in the program, complete this form and mail it to:

The National Registrar
The Association of Administrative Assistants
c/o 172 Columbia Road
Barrie, ON L4N 8E2

Enclose a \$100.00 cheque made payable to the Association of Administrative Assistants. This fee is non-refundable and does not constitute membership in the Association. At the end of each completed course, it is the student's responsibility to provide the National Director – Registrar with confirmation of successful completion. Membership in the Association is required before registering in the Q.A.A. Program.

Tuition fees are determined by, and paid to, the educational institution where the student is enrolled. Tuition fees are tax deductible. Telephone or write to the Continuing Education Department at your nearest educational institution to obtain a course calendar, a course registration form, and tuition fee information.

At the completion of the Q.A.A. Program, each student must send a transcript of completed courses and proof of membership in the Association to the National Director Registrar.

Name: _____

Home Address: _____

Home City: _____ Province: _____

Postal Code: _____ Home Telephone: _____

Place of Employment: _____

Title/Position: _____

Work Address: _____

Work City: _____ Province: _____

Postal Code: _____ E-Mail: _____

Work Telephone: _____ Work Fax: _____

Branch Joined: _____