

expense | monthly tracking report

claimant | Male, Carla

position | Director, School Financial Management

level | Director

reporting period | September 1 to October 31, 2015

date of report | December-11-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Mount Royal Univeristy - Course: Change Management Fundamentals - Sept 11-12, 2015	09/11/2015	Registration fee	\$459.00	other disclosed	PD course or registration fee
Mount Royal Univeristy - Course: Prepariang for Change - October 2-3, 2015	10/02/2015	Registration fee	\$459.00	other disclosed	PD course or registration fee
Mount Royal University - Course: Leading & Implementing Change - October 30-31, 2015	10/30/2015	Registration fee	\$459.00	other disclosed	PD course or registration fee

Carla L Male

STUDENT ID:

CRN: 90380

COURSE: XCMT 10001

SECTION: 1

TITLE: Change Mgmt Fundamentals

REGISTRATION DATE: 26-AUG-2015

DATES	DAYS	TIME	ROOM	SITE/ADDRESS
11-SEP-2015 to 12-SEP-2015	F S	08:30am-05:00pm	EC1150	Lincoln Park Campus 4825 Mount Royal Gate SW

Comments: Students must provide CE Registration with a current and valid email address.

IMPORTANT: Students must bring an electronic or print copy of the course Learner Manual to class with them. With the exception of the required textbook(s), course materials for this certificate are distributed online. Students will receive an email prior to the course start date with instructions for downloading course materials.

Students can also visit the Change Management web page for instructions to download course materials: <http://conted.mtroyal.ca/change>

Course materials are only available to students registered in the program.

Required Textbooks: Beyond Change Management(2nd Ed.) & The Change Leader's Roadmap (2nd Ed). Available at the MRU BookStore: www.mtroyal.ca/bookstore or 403.440.6300.

FEES	GST	TOTAL AMOUNT
\$ 459.00	\$ 0.00	\$ 459.00

Please Print this Confirmation of Registration and bring to your first class.

Internet Access to Registration, Grades, and Unofficial Transcripts

Go to www.mtroyal.ca and select the MyMRU Link.

New to Online Learning? Try our free Online Course Tutorial to increase your confidence - more information at conted.mtroyal.ca/onlinetutorial.

Withdrawal Policy

To be eligible for a refund, **written withdrawal** from a course/seminar must be received **no later than 4 working days before the start date** (excluding Saturdays, Sundays and Statutory Holidays). Written withdrawal received less than 4 days is not eligible for a refund. Withdrawals may be submitted by **E-mail:** ceegservices@mtroyal.ca **Fax:** 403.440.6743, **mail, or in-person.** Please quote: student ID number, CRN (Course Reference Number), course name, course start/end dates, full legal name, date of birth, address, phone number. All withdrawal refunds are subject to an administration fee of 10% of course tuition (max. \$50). Some courses or programs have special withdrawal/refund policies that supersede this Withdrawal Policy as stated on the confirmation of registration letter.

Withdrawal Policy - Special Course/Program

Select courses/programs have different withdrawal policies as stated on the confirmation of registration letter. To be eligible for a refund, **written withdrawal** from a distance-delivered course/program or full-time certificate/diploma program must be received **no later than 10 working days before the start date** (excluding Saturday, Sunday and statutory holidays). Written withdrawal received less than 10 days are not eligible for a refund. Withdrawals may be submitted by **E-mail:** ceegservices@mtroyal.ca **Fax:** 403.440.6743, **mail, or in-person.** Please quote: student ID number, CRN (Course Reference Number), course name, course start/end dates, full legal name, date of birth, address, phone number.

All withdrawal refunds are subject to an administration fee of 10% of course tuition (max. \$50/course).

Income Tax Receipts

Courses taken at a post-secondary institution may be eligible for income tax credit. Effective the 2003 tax year, T2202A forms for eligible tuition and education amounts will be available annually by the last business day of February. Retrieve your tax form by going to (www.mtroyal.ca), select the MyMRU Link and follow the appropriate steps to ensure your account is active, once you are logged in, click on the Student Tax Information Link for details. Should you have difficulty accessing the Web, please contact the Help Desk at 403.440.6000.

Online Registration

For online registration, please visit: <http://www.mtroyal.ca/ProgramsCourses/ContinuingEducation/register/#online>. Your PIN will be initially set to your birth date in the format YYMMDD.

PRIVACY: The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request. The complete statement and further contact information is available at conted.mtroyal.ca/cefoip

Carla L Male

STUDENT ID:

CRN: 90381

COURSE: XCMT 10002

SECTION: 1

TITLE: Preparing for Change

REGISTRATION DATE: 26-AUG-2015

DATES	DAYS	TIME	ROOM	SITE/ADDRESS
02-OCT-2015 to 03-OCT-2015	F S	08:30am-05:00pm	EB1002	Lincoln Park Campus 4825 Mount Royal Gate SW

Comments: Students must provide CE Registration with a current and valid email address.

IMPORTANT: Students must bring an electronic or print copy of the course Learner Manual to class with them. With the exception of the required textbook(s), course materials for this certificate are distributed online. Students will receive an email prior to the course start date with instructions for downloading course materials.

Students can also visit the Change Management web page for instructions to download course materials: <http://conted.mtroyal.ca/change>

Course materials are only available to students registered in the program.

Required Textbooks: Beyond Change Management (2nd Ed.) & The Change Leader's Roadmap (2nd Ed) & Managing Transitions: Making the most of change 3rd Ed. (2009). Available at the MRU BookStore: www.mtroyal.ca/bookstore or 403.440.6300.

FEES	GST	TOTAL AMOUNT
\$ 459.00	\$ 0.00	\$ 459.00

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Carla L Male

STUDENT ID:

CRN: 90407

COURSE: XCMT 10003 SECTION: 1

TITLE: Leading & Implementing Change

REGISTRATION DATE: 26-OCT-2015

DATES	DAYS	TIME	ROOM	SITE/ADDRESS
30-OCT-2015 to 31-OCT-2015	F S	08:30am-05:00pm	EC1135	Lincoln Park Campus 4825 Mount Royal Gate SW

Comments: Students must provide CE Registration with a current and valid email address.

IMPORTANT: Students must bring an electronic or print copy of the course Learner Manual to class with them. With the exception of the required textbook(s), course materials are distributed online. Students will receive an email prior to the course start date with instructions for downloading course materials.

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Course materials are only available to students registered in the program.

Required Textbooks: Beyond Change Management (2nd Ed.) & The Change Leader's Roadmap (2nd Ed.) & Managing Transitions: Making the most of change 3rd Ed. (2009). Available at the MRU BookStore: www.mtroyal.ca/bookstore or 403.440.6300.

It is recommended that students take Change Management Fundamentals (XDMT 10001 and Preparing for Change (XCMT 10002) prior to this class.

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