



Ontario Catholic School
Trustees' Association

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Marino Gazzola, *President*
Kathy Burtnik, *Vice President*
Kevin Kobus, *Executive Director*

February 24, 2014

MEMORANDUM

TO: All Catholic School Trustees, Directors of Education and Senior Business Officials

FROM: Wally Easton, Policy Advisor - Finance

SUBJECT: OCSTA/OCSBOA Business Seminar – Registration

The annual OCSTA/OCSBOA Business Seminar is scheduled for Thursday, April 24, 2014 at the Hilton Hotel and Suites, Niagara Falls.

Please click [here](#) to register on-line.

Please submit payment by **April 19, 2014** to:

Attention: Connie Araujo-De Melo
OCSTA
1804-20 Eglinton Avenue West
P.O. Box 2064
Toronto, ON M4R 1K8

Cancellations

The deadline date for full refund of seminar registration fees, due to cancellation, is March 28, 2014. A 50% administrative charge will apply to each cancelled registration received after March 28, 2014 and before April 11, 2014.

No refund, under any circumstances, will be available for cancellations received after April 11, 2014, however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.

All cancellations must be submitted to Connie Araujo-De Melo by email at cdemelo@ocsta.on.ca or by fax 416-932-9459 within the timelines.