



PAYMENT OF FEES

NB PRIVATE OCCUPATIONAL TRAINING ACT

For future reference, please keep the following information on hand and make it available to your accounting section.

- CHEQUES MUST BE MADE PAYABLE AS FOLLOWS:

Registration Fees ☞ Payable to the **Minister of Finance and Treasury Board**
(i.e. fees for registration of a program, instructor, agent, POTO/owner)

Student Protection Fees ☞ Payable to the **Minister of Finance and Treasury Board**

- ALL PAYMENTS must be submitted to this office so that your file can be credited. Our full address (*including department and unit*) must appear on the envelope as follows:

Private Occupational Training Unit
Department of Post-Secondary Education, Training & Labour
P.O. Box 6000 (500 Beaverbrook Court)
Fredericton, NB E3B 5H1

- IF YOU USE A "WINDOW" ENVELOPE with the payee's name and address printed directly on your cheque, you must add our full address (*including department and unit*) as follows:

Minister of Finance and Treasury Board
c/o **Private Occupational Training Unit**
**Department of Post-Secondary Education, Training
& Labour**
P.O. Box 6000 (500 Beaverbrook Court)
Fredericton, NB E3B 5H1

OR

Private Occupational Training Unit
Department of Post-Secondary Education, Training & Labour
P.O. Box 6000 (500 Beaverbrook Court)
Fredericton, NB E3B 5H1

PLEASE NOTE: If your envelope is addressed to the "Minister of Finance, P.O. Box 6000", it will be forwarded to the Department of Finance instead of the Department of Post-Secondary Education, Training and Labour. This will result in a delay that could impact your registration.