

## 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*  
(i.e. fees for registration of a program, instructor, agent, POTO/owner)

**Student Protection Fees**                      ↗            Payable to the *Minister of Finance*

- 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**  
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.