



Mail Course Department

Canada Business College

Chatham, Ontario.

Book-keeping

GENERAL COURSE, which fits the student for taking charge of the books of any industry, business, house or factory, assistant in a large Wholesale House or Manufacturing Establishment.

This course
Complete set of Blank and Text Books for same

HOW THE FEES ARE PAYABLE

The fees may be paid on the three payment plan, in all cash in advance, there being a discount of 10% allowed to the student accepting the cash terms.

TO THE STUDENT TAKING BOOK-KEEPING alone, and wishing to pay on the three payment plan, the terms would be as follows: \$2.00 for the first payment on tuition which is \$7.00 and books \$5.00. An third payment of \$5.00 would be due when one-third of the course is completed and the final and last payment of \$7.00 when two-thirds of the work is finished.

IF THE STUDENT WISHES TO ACCEPT THE CASH TERMS, a single cash payment of \$12.00 covers the entire cost including books.

Advanced or Expert Book-keeping

After mastering the General course, there is nothing to hinder the progressive student from qualifying as an expert by taking the following sets:

WHOLESALE SET, for use of a Cash Book, Bill Book, Invoice and Sales Books, is principal books, and having several partners.

This course, in advance
Complete set Blank Books and Forms in advance
Commission SET for shipping and consigning business in advance
Complete set Blank Books and Forms in advance

MANUFACTURING SET, for use of Factory, Mill and Department Book-keeping. This course in advance
Complete set Blank Books and Forms

To those who desire to register at one time for the **GENERAL** and **ADVANCED** Courses in Book-keeping, the cost in advance
on a saving of \$5.00 over separate registration

Complete set Blank Books and Forms and Text in advance
on a saving of \$5.00 over separate registration, and a total saving of \$5.00 for the complete course, by cash payment

Shorthand General Course

Canadian System, the choice of a great many American Court and Congressional reporters, full set of lessons in advance

Isic-Puman System, the standard English system, and one used in Ontario High Schools and Collegiate Institutes

Text book, The Manual
The Reporter
The cost of instruction in either of these systems

TO THE STUDENT TAKING SHORTHAND ALONE, the terms would be the same as for book-keeping, except the first payment, which would be \$5.00 instead of \$7.00, as the cost of the shorthand lessons is only \$5.00. The second and third payments would be \$5.00 each, when one-third and two-thirds of the work are completed.

Students wishing to register for shorthand and on the cash basis could send a single cash payment of \$15.00.

Expert or Advanced Shorthand

Complete and thorough instruction in reporting work
Payable in three payments of \$5.00 each, or all in advance
The complete **GENERAL** and **ADVANCED** Courses if arranged and paid for in advance

Pennmanship

A GENERAL COURSE IN PENMANSHIP, consisting of Movements and Drills in Rapid Manuscript Exercises, a complete course in itself.

The cost of full instruction, examination and criticism of all lessons is \$5.00, which may be paid in three payments of \$1.67 and \$1.67, or a single cash payment of \$5.00.

If taken on the installment plan, the first payment of \$1.67 is made when the student registers, the second payment of \$1.67 when one-third of the work is completed, and the last payment of \$1.67 when two-thirds of the ground is covered. There is no expense for books in this course.

Ques. Is there any saving where two or more courses are taken at the same time?
Ans. If two or three courses are arranged for at one time, a discount of 10% will be allowed off the gross cost, and a further discount of 5% on the balance.

If two or three courses be taken consecutively, the student will be allowed off the cost of each subsequent course, and a further discount of 5% on the balance.

TO THE STUDENT TAKING BOTH THE BOOK-KEEPING AND SHORTHAND COURSES at the same time, the cost would be \$12.00 for tuition, and \$10.00 for books, a total of \$22.00 payable as follows: if taken on the three payment plan, the first payment would cover one-third of the cost of tuition which would be \$7.00, with the cost of books for both courses \$4.00, a total of \$11.00 to be paid at time of registration.

The second payment of \$5.00 would be due when one-third of the work is completed and the third and last payment of \$6.00 when two-thirds of the work is completed.

A single cash payment of \$22.00 would cover the cost of both of these courses, including the books.

PENMANSHIP AND SHORTHAND COMBINED would cost \$10.00 for tuition, and \$5.00 for Shorthand lessons, a total of \$15.00. If taken on the three payment plan, the terms would be:

1st payment \$5.00 when the student registers, which would include the cost of Lessons and payment \$5.00 when one-third of the work of the Shorthand course is completed, and last payment of \$5.00 when two-thirds of the work of the combined courses is completed.

CASH PLAN. A single cash payment of \$25.00 would cover the cost of both courses including the set of books.

PENMANSHIP AND BOOK-KEEPING COMBINED would cost \$15.00 for tuition, and \$10.00 for books, a total of \$25.00. If taken on the three payment plan, the terms would be: 1st payment of \$8.33 when the student registers, which would include the cost of books.

2nd and 3rd payments would be the same amount, \$8.33 each, and payable under same conditions as in Penmanship and Shorthand combined.

CASH PLAN. A single cash payment of \$25.00 would cover the cost of both courses including the books.

BOOK-KEEPING, PENMANSHIP AND SHORTHAND COMBINED. If these three subjects are arranged for at one time, the cost would be for tuition \$15.00, with the books costing \$10.00 extra, a total of \$25.00 in all.

This may be paid in three payments of \$8.33 each, with an additional \$1.00 to accompany the first payment, to cover the cost of the books, on a total of \$25.00 to be paid when the student registers. The second payment of \$8.33 may be made when one-third of the work is completed, and the third and last payment of \$8.33 when two-thirds of the work is completed.

IF THE STUDENT PREFERENCES TO PAY CASH, a single cash payment of \$25.00 would cover the cost of the three courses and the books.

A very liberal rebate of 10% of tuition is given to the Mail Course student who has paid in advance those who may take our Mail Course, who may afterwards decide to attend at Chatham for either preparation or diploma. To such students we also allow railway fare up to \$5.00, which is the full amount payable.

Again, should a student accept the cash plan, and be unable to complete the work of each course or course, he is not bound to pay the balance at Chatham. He would be allowed the full amount of the value of the course paid at the same rate as he was charged for it when he first registered, and the balance of the tuition of the work which he has completed.

You will see by this that we are not only very liberal, but also very fair with all of those who take up this work.