CONED Registration: GROUP

Registrations are accepted on a first-come/first-served basis, provided that the registration is complete, prerequisites are met where required, and the full fee is submitted.

Contact Information

ATTENTION (Contact Person) / COMPANY NAME / POSITION	TELEPHONE	FAX

ADDRESS	COMPANY E-MAIL ADDRESS

CITY / PROVINCE / POSTAL CODE

CONED Course Selection

Year: **Term:** ☐ Fall ☐ Winter ☐ Spring ☐ Summer

COURSE CODE	Section	TUITION	TECH FEE	GST	TOTAL
			$5.00		

COURSE NAME	START DATE

Students to Enroll

STUDENT ID #	LAST NAME	FIRST NAME	DATE OF BIRTH	TELEPHONE
			TOTAL $	

Method of Payment

☐ Money Order
☐ VISA
☐ MasterCard
☐ Purchase Order

CREDIT CARD NUMBER	SECURITY CODE	EXPIRATION DATE

CARD ISSUED TO	SIGNATURE
	☐ Phoned In

OFFICE OF THE REGISTRAR

CONTRACT #	CWA #	COST CENTRE

PO # / INVOICE	TUITION WAIVER	OTHER

FINANCE

BUDGET CODE	REFERENCE DATE

INVOICE REQUEST	CUSTOMER #	INVOICE #

Company	Company Contact

ConEd REFUND POLICY

1. Requests for refunds for tuition dated five (5) working days or more prior to course commencement will be granted, with $25 of the fee retained by the College.
2. **For cancellations dated less than five (5) working days prior to course commencement date, no refunds will be granted.** In exceptional circumstances, the Dean or Director of the program may overrule this policy.
3. Material fees are non-refundable.
4. Non-attendance at any course is not notice of withdrawal.
5. To obtain a refund from a continuing education course, a student must formally advise the Office of the Registrar by phone or in person, after which the student will be withdrawn and the refund process initiated.
6. Another person may attend in the participant's place. Notification of such a change must be forwarded to the Office of the Registrar prior to the course start date.

Note: This refund policy is invalid for any company purchases of full courses from the College.

To receive an income tax receipt for eligible courses, contact the Office of the Registrar in February of the following calendar year.

GST #R107566218

Office of the Registrar

Keyano College
8115 Franklin Ave
Fort McMurray, AB
Canada
T9H 2H7

1-800-251-1408
Tel. (780) 791-4801
Fax (780) 791-4952

www.keyano.ca

ConEd.Registration@keyano.ca

The personal information requested on this form is collected under the authority of Section 33 (c) of Alberta Freedom of Information and Protection of Privacy Act for the purpose of registering students, contacting students and tracking enrolment statistics.
Questions concerning the collection, use or disposal of this information should be directed to:
Registrar, Keyano College, 8115 Franklin Avenue, Fort McMurray, AB T9H 2H7 Email: registrar@keyano.ca

Revised May 28, 2018