



POWER LAB REGISTRATION

Email completed form to: Registrar@keyano.ca

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

| | | | | | | | |
|--------------------------|--|---------------|-------|---|----------|--|-------------|
| | | | | STUDENT ID # | | | |
| LEGAL FIRST NAME | | | | LEGAL LAST NAME | | | |
| SOCIAL INSURANCE NUMBER* | | | EMAIL | | | | |
| PHONE # | | DATE OF BIRTH | | GENDER Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined <input type="checkbox"/> Unspecified <input type="checkbox"/> | | | |
| ADDRESS | | | CITY | | PROVINCE | | POSTAL CODE |

*SIN is required by the Canada Revenue Agency for T2202 tax receipts, without your SIN we cannot provide a tax receipt.

If you wish to declare that you are an **INDIGENOUS** person, please specify:

☐ Status Indian/First Nations ☐ Non-Status Indian/First Nations ☐ Métis ☐ Inuit

| Course Selection | | | Year: | Term: | | | |
|------------------|---------|---------------------------------|------------|---------------------------------|---------------------------------|-------|---------|
| | | | | <input type="checkbox"/> Fall | <input type="checkbox"/> Spring | | |
| | | | | <input type="checkbox"/> Winter | <input type="checkbox"/> Summer | | |
| COURSE CODE | SECTION | COURSE NAME | START DATE | TUITION | TECH FEE | GST | TOTAL |
| CEPLAB200 | | Power Lab – 200 hours | | \$5,800 | \$55 | \$290 | \$6,145 |
| CEPLAB40W1 | | Power Lab 40 Hour Course Week 1 | | \$1,160 | \$11 | \$58 | \$1,229 |
| CEPLAB40W2 | | Power Lab 40 Hour Course Week 2 | | \$1,160 | \$11 | \$58 | \$1,229 |
| CEPLAB40W3 | | Power Lab 40 Hour Course Week 3 | | \$1,160 | \$11 | \$58 | \$1,229 |
| CEPLAB40W4 | | Power Lab 40 Hour Course Week 4 | | \$1,160 | \$11 | \$58 | \$1,229 |
| CEPLAB40W5 | | Power Lab 40 Hour Course Week 5 | | \$1,160 | \$11 | \$58 | \$1,229 |
| Total: | | | | | | | |

☐ Proof of 4A completion submitted. ☐ Proof of 4B completion submitted.

| | |
|-----------------------|------|
| APPLICANT'S SIGNATURE | DATE |
|-----------------------|------|

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.

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Method of Payment

| | | | |
|--|--------------------|-----------------|---------------------------------|
| <input type="checkbox"/> Money Order <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> In Person | CREDIT CARD NUMBER | EXPIRATION DATE | CVV / CVC (3 OR 4-DIGIT NUMBER) |
| | CARD ISSUED TO | SIGNATURE | |

POWER LAB REFUND POLICY

1. Requests for refunds for tuition dated five (5) working days or more prior to course commencement will be granted, with \$500 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. Rescheduling is treated as a cancellation
3. Material fees are non-refundable.
4. Non-attendance at any course is not notice of withdrawal.
5. To obtain a refund from a 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.

Note: This refund policy is invalid for any company purchases of full courses from the College.
To receive an income tax receipt, check your Self Service account at the end of February of the next calendar year.

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