



# ENROLMENT FORM FOR APPRENTICESHIP TECHNICAL TRAINING

Email completed forms to: Registrar@keyano.ca

**NOTE:** This is **not** a Government of Alberta Form. Apprenticeship and Industry Training does not collect payments on behalf of the Training Providers or Apprentices for Technical Training tuition and other fees.

KEYANO STUDENT ID
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LEGAL LAST NAME	LEGAL MIDDLE NAME	LEGAL FIRST NAME	AIT ID NUMBER
TRADE NAME	YEAR (1-4)		ALBERTA STUDENT NUMBER

EMPLOYER'S NAME
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## Apprentice's Contact Information

ADDRESS		APT
CITY	PROVINCE	POSTAL CODE
PHONE NUMBER	CELL PHONE NUMBER	BIRTHDATE

\* EMAIL ADDRESS

\* To receive earlier/quicker communication, please ensure to include your email address.

**CLASS REQUESTED** See 'Apprenticeship Technical Training Centre' on <https://tradesecrets.alberta.ca/>

### First Choice

Class Dates	Start Date yyyy/mm/dd	End Date yyyy/mm/dd	Class Code	
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### Optional Second Choice (if available)

Class Dates	Start Date yyyy/mm/dd	End Date yyyy/mm/dd	Class Code	
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I understand that on the dates of the program I will have to provide proof of vaccination by showing a valid Alberta Health Services QR Code with photo identification, obtain and show a Campus Access Pass, obtain a pre-approved Medical or Religious Exemption, provide proof of a negative COVID-19 test result which was administered no earlier than 72 hours prior to attending (each and every time) on any Keyano campuses.

APPRENTICE SIGNATURE	DATE
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**Method of Payment for Fees:** Apprentices will make payment to Keyano College. The payment will include tuition and may include books, parking, student association, facilities, material, and consumable fees required during technical training. To calculate the total amount of fees owing please see Keyano College's enrolment information at <https://tradesecrets.alberta.ca/technical-training-centre/training-locations/>

## METHOD OF PAYMENT

CREDIT CARD NUMBER	EXPIRATION DATE
CARD ISSUED TO	SIGNATURE

**Registering for Apprenticeship**

Full tuition fees as per the fee schedule are due and payable upon registering for technical training at the Keyano College Office of the Registrar.

**Apprenticeship Refund Policy**

- The \$250 admission deposit is non-refundable and non-transferable.
- If an Apprentice withdraws 10 business days prior to the first day of class a 50% refund of tuition and associated costs will be granted.
- Once classes commence there will be no refund of tuition or associated fees.
- If the college cancels a program a full refund will be granted.

**Attendance and Punctuality**

Technical apprenticeship training is considered an extension of the workplace in terms of attendance and punctuality. It is expected that students will manage their time in accordance with the published program schedule and will attend all classes every day.

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.