

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.

LAST NAME (LEGAL) *	FIRST NAME (LEGAL) *	STUDENT ID # *	AIT ID NUMBER *
YEAR OF STUDY *	TRADE NAME *	SIN* *	
EMPLOYERS NAME *		ALBERTA STUDENT NUMBER *	

\*SIN is required by the Canada Revenue Agency for T2202A tax receipts, without your SIN we cannot provide a tax receipt.

### Apprentice's Contact Information

FORMER NAME (IF APPLICABLE)	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 *
EMAIL* *		PHONE # *	

\*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	END DATE	Class Code	
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#### Optional Second Choice (if available)

Class Dates	START DATE	END DATE	Class Code	
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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

<input type="checkbox"/> Money Order <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	CREDIT CARD	EXPIRATION DATE
	CARD ISSUED TO	SIGNATURE
	<input type="checkbox"/> Phoned In	

### Office of the Registrar Use Only

RECEIVED BY	DATE	AUTH #	PROCESSED BY	DATE
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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.

## 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.

## Application Fee

This is a \$50 non-refundable, non-transferable application fee.

The application fee will be charged to:

- All new students.
- All 'returning' students who have been away from Keyano for more than one academic year.

The fee will NOT be charged to:

- Apprentices going from one year to the next.

## Apprenticeship Refund Policy

- The \$250 admission deposit and \$50 application fee 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.

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