

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.

* Indicates Required Information

CONTACT PERSON *		COMPANY NAME *		POSITION *	
PHONE # *	EMAIL *			FAX	
ADDRESS *		CITY *	PROVINCE *		POSTAL CODE *

Con Ed Course Selection

Year:

Term:

COURSE CODE	SECTION	TUITION	TECH FEE	GST	TOTAL
COURSE NAME				START DATE	

Students to Enroll

LAST NAME (LEGAL) *		FIRST NAME (LEGAL) *		STUDENT ID # *	INDIGENOUS <input type="checkbox"/>
FORMER NAME (IF APPLICABLE)		DATE OF BIRTH *	PHONE # *		SOCIAL INSURANCE NUMBER* *
GENDER Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined <input type="checkbox"/> Unspecified <input type="checkbox"/>		PERSONAL EMAIL *			
PERSONAL ADDRESS *		CITY *	PROVINCE *	POSTAL CODE *	

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

LAST NAME (LEGAL) *		FIRST NAME (LEGAL) *		STUDENT ID # *	INDIGENOUS <input type="checkbox"/>
FORMER NAME (IF APPLICABLE)		DATE OF BIRTH *	PHONE # *		SOCIAL INSURANCE NUMBER* *
GENDER Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined <input type="checkbox"/> Unspecified <input type="checkbox"/>		PERSONAL EMAIL *			
PERSONAL ADDRESS *		CITY *	PROVINCE *	POSTAL CODE *	

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GENDER Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined <input type="checkbox"/> Unspecified <input type="checkbox"/>		PERSONAL EMAIL *			
PERSONAL ADDRESS *		CITY *	PROVINCE *	POSTAL CODE *	

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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.

LAST NAME (LEGAL) *		FIRST NAME (LEGAL) *		STUDENT ID # *	INDIGENOUS <input type="checkbox"/>
FORMER NAME (IF APPLICABLE)		DATE OF BIRTH *	PHONE # *		SOCIAL INSURANCE NUMBER* *
GENDER Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined <input type="checkbox"/> Unspecified <input type="checkbox"/>			PERSONAL EMAIL *		
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FORMER NAME (IF APPLICABLE)		DATE OF BIRTH *	PHONE # *		SOCIAL INSURANCE NUMBER* *
GENDER Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined <input type="checkbox"/> Unspecified <input type="checkbox"/>			PERSONAL EMAIL *		
PERSONAL ADDRESS *		CITY *	PROVINCE *	POSTAL CODE *	

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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			Finance Use Only		
PO # / INVOICE	TUITION WAIVER	OTHER	BUDGET CODE		REFERENCE DATE
COMPANY			INVOICE REQUEST	CUSTOMER #	INVOICE #
COMPANY CONTACT					
RECEIVED BY	DATE	AUTH #	PROCESSED BY	DATE	

<h3>Refund Policy</h3> <ol style="list-style-type: none"> 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. 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. <p>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.</p>
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