

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

LAST NAME (LEGAL) *		FIRST NAME (LEGAL) *		STUDENT ID # *	
FORMER NAME (IF APPLICABLE)		EMAIL *		SOCIAL INSURANCE NUMBER* *	
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 T2202A 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

Con Ed Course Selection			Year:	Term:			
COURSE CODE	SECTION	COURSE NAME	START DATE	TUITION	TECH FEE	GST	TOTAL
<input type="checkbox"/> Over 60 years of age (20% discount)						Total	
APPLICANTS SIGNATURE				DATE			

Method of Payment		CREDIT CARD	EXPIRATION DATE
<input type="checkbox"/> Money Order	<input type="checkbox"/> VISA	CARD ISSUED TO	SIGNATURE
<input type="checkbox"/> MasterCard			
<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	

Refund Policy	
<ol style="list-style-type: none"> 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. 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. Material fees are non-refundable. Non-attendance at any course is not notice of withdrawal. 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a student must formally advise the Office of the Registrar by phone or in person, after which the student will be withdrawn and the refund process initiated.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>	

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.