



ENROLMENT FORM FOR APPRENTICESHIP TECHNICAL TRAINING

Email completed forms to: Registrar@keyano.ca

Fees: 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. The payment will include tuition and may include books, 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/apprentice-services/classroom-instruction/about-classroom-instruction/class-locations/>

| |
|-------------------|
| KEYANO STUDENT ID |
| 000- |

| LEGAL LAST NAME | LEGAL FIRST NAME | LEGAL MIDDLE NAME | AIT ID NUMBER |
|-----------------|------------------|-------------------|------------------------|
| | | | |
| TRADE NAME | | YEAR (1-4) | ALBERTA STUDENT NUMBER |
| | | | |
| EMPLOYER'S NAME | | | |
| | | | |

Apprentice Contact Information

| ADDRESS | | APT OR UNIT # (If applicable) |
|---|----------------------------|-------------------------------|
| | | |
| CITY | PROVINCE | POSTAL CODE |
| | | |
| PHONE NUMBER | CELL PHONE NUMBER | BIRTHDATE (MM/DD/YYYY) |
| 1+ | 1+ | |
| * EMAIL ADDRESS | SIN Number | |
| | | |
| <p>*SIN is required by the Canada Revenue Agency for T2202 tax receipts, without your SIN we cannot provide a tax receipt.</p> | | |
| EMERGENCY CONTACT | | |
| FIRST AND LAST NAME | RELATIONSHIP TO APPRENTICE | PHONE NUMBER |
| | | |

| CLASS REQUESTED | See 'Apprenticeship Technical Training Centre' on https://tradesecrets.alberta.ca/ | | |
|---------------------------------------|---|----------|------------|
| First Choice | Start Date | End Date | Class Code |
| Class Dates | | | |
| Optional Second Choice (if available) | Start Date | End Date | Class Code |
| Class Dates | | | |
| APPRENTICE SIGNATURE | DATE | | |
| | | | |

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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METHOD OF PAYMENT

| | | |
|--------------------|-----------|-----------------|
| CREDIT CARD NUMBER | | EXPIRATION DATE |
| | | |
| CARD ISSUED TO | SIGNATURE | |
| | | |

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.

For additional information on our refund policy, please see review our [2026/2027 credit calendar](#).

The personal information requested on this form is collection under the authority of section 65 of the Alberta Post-Secondary Learning Act, and section 4 (c) of the Alberta Protection of Privacy Act. The information collected will be used for the purpose of admission, registration, income tax receipts, scholarships and awards, convocation, supplying education information, library services, emergency contact, and for college research and planning. Internally, your information collected on this form may be used to receive support and services from Accessibility Services, Testing Services and Wellness Services, including academic accommodations and/or wellness checks. Your information will be part of our student information system and may be shared for work experience and practicum placements through Work Integrated Learning, Student Associations for the purpose of membership and information sharing, Syncrude Sport and Wellness Centre for membership, and Student Academic Support Services for continuous improvement of student academic success. The information may be added to the electronic Student & Community Conduct Report System, Accessibility Services System, Wellness Services System, and/or the Testing Services System and maybe used for anonymized reporting purposes and/or procedural correction. In compliance with federal and provincial legislation, your information may be disclosed to Statistics Canada under the Statistics Act; Alberta Advanced Education for reporting requirements; and Alberta Human Services for determining and monitoring student eligibility for their services. If you have any questions regarding the collection and use of your personal information, please contact the Office of the Registrar at 780-791-4801.

Keyano College Office of the Registrar | 8115 Franklin Avenue, Fort McMurray AB T9H 2H7
 Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/student-services/office-of-the-registrar/student-forms/