



MEDICINE HAT CAMPUS

Office Hours:

Mon to Thurs: 8:00AM-7:00PM

Friday: 8:00AM-4:30PM

Saturday & Sunday: Closed

BROOKS CAMPUS

Office Hours:

Mon to Thurs: 9:00AM-7:00PM

Friday: 9:00AM-4:00PM

Saturday & Sunday: Closed

Five Easy Ways to Register

Medicine Hat Campus / Brooks Campus

To avoid cancellation of classes, please register early.

On-Line Registration

with Visa/MasterCard/Interac:

www.mhc.ab.ca/continuing-studies

Phone

with Visa/MasterCard ready to:

Medicine Hat Campus: 403.529.3844

Toll Free 1-866-282-8394

Brooks Campus: 403.362.1677

Toll Free 1-866-282-8394

Registration by phone will only be taken by Visa/MasterCard.

Fax

Fill out registration form and fax it to:

Medicine Hat Campus: 403.504.3521

Brooks Campus: 403.362.1474

In Person

- Drop by the Registration Desk - Main Entrance. Full payment of fees is required at time of registration. You can now use your bank debit card for payment of fees. We also accept cash, cheques, Visa, Mastercard and Interac.

Mail

- Send completed registration form and appropriate fees (cheques payable to Medicine Hat College) to:

Continuing Studies
Medicine Hat College
299 College Drive SE,
MEDICINE HAT, AB T1A 3Y6

Continuing Studies
Medicine Hat College – Brooks Campus
200 Horticultural Rd East
BROOKS, AB T1R 1E5

PLEASE NOTE

- ▶ Keep in mind that courses may be full if your registration is delayed in the mail.
- ▶ Tuition fees do not include materials unless noted.
- ▶ Courses are for persons 18 years of age and over unless otherwise indicated.
- ▶ Some classes may be held off-campus.
- ▶ Full payment of fees is required at time of registration.
- ▶ Postdated cheques are not accepted.
- ▶ Continuing Studies reserves the right to make changes in instructors, dates and times when necessary.
- ▶ Students will be required to pay for supplies if they withdraw on the day of or day after course is scheduled.

CANCELLATIONS, TRANSFERS, WITHDRAWALS & REFUNDS

- ▶ Continuing Studies reserves the right to cancel courses. If your course is cancelled, you may either transfer to another available course or receive a full refund.
- ▶ Withdrawal requests received prior to three (3) business days before the course start date are subject to a \$35 processing charge.
- ▶ Withdrawal requests received between the period of three (3) business days prior to the first class but before the 2nd class, are eligible for a 50% tuition refund.
- ▶ Materials and textbook fees will not be refunded after the Registration Deadlines noted.
- ▶ Withdrawals after the terms stated above will not be eligible for a refund.
- ▶ "Combine and Save" discounts are only valid when registering at the same time.

ACCOMMODATION FOR STUDENTS WITH DISABILITIES

Students who identify themselves as having disabilities can access supports such as tutors, scribes (note takers), isolated exam rooms, adaptive technology and materials (as available), accessible resident accommodation, and referrals to funding agencies. To ensure that arrangements are in place at the start of the class, you are encouraged to contact the Disabilities Coordinator at time of registration.

PARKING REGULATIONS

Medicine Hat Campus

Permit parking regulations will be in effect year-round. During this time the hours of enforcement will be from 7:00AM to 5:00PM, Monday to Friday.

Available to anyone driving on campus without a permit and will only allow parking in Open parking lots. Permits can be purchased by the hour at a rate of \$1.00/hour or for the full day at a rate of \$4.00/day. These permits are available through the permit dispensers located on parking lots around campus. The permit dispensers accept coins only and do not dispense change. If a dispenser is malfunctioning, please contact security immediately at 529-3911. Daily permits are also for sale in the college bookstore.

Drop-off stopping is permitted at the front entrance of the Main Campus and Cultural Centre and is limited to 15 minutes.

Brooks Campus

Free parking permitted in front or north parking lots.

Continuing Studies Registration Form



NAME _____

ADDRESS _____

TOWN/CITY _____ POSTAL CODE _____

TELEPHONE _____ E-MAIL _____

DATE OF BIRTH (M/D/Y) _____ PARENT / GUARDIAN _____

NAME _____

ADDRESS _____

TOWN/CITY _____ POSTAL CODE _____

TELEPHONE _____ E-MAIL _____

DATE OF BIRTH (M/D/Y) _____ PARENT / GUARDIAN _____

Course Registration				
Registrant Name	Course Name	Course ID	Start Date	Course Fee
Unless stated otherwise, GST is included in course fee. GST \$				
TOTAL \$				

Select Method of Payment

Cheque or Money Order Payable to Medicine Hat College
(We are unable to accept post dated cheques)

Purchase Order (for invoicing purposes only). If employer is to be invoiced, please include a letter of authorization or an authorized purchase order. Registered students are ultimately responsible for payment of fees regardless of a third party invoice.

PO NUMBER _____

NAME OF ORGANIZATION _____

ADDRESS _____ CITY _____ POSTAL CODE _____

TELEPHONE _____ FAX _____ E-MAIL _____

To make a payment using credit card or Interac debit card, please call Registration Services at 403.529.3844 or register online at mhc.ab.ca/continuing-studies

Four easy ways to register with this form!

MAIL REGISTRATION FORM TO:
Continuing Studies, Medicine Hat College
299 College Drive SE
MEDICINE HAT, AB T1A 3Y6
Continuing Studies, Brooks Campus
200 Horticultural Road East
BROOKS, AB T1R 1E5

REGISTER WITH VISA/MASTERCARD:
Continuing Studies, Medicine Hat College
403.529.3844
Continuing Studies, Brooks Campus
403.362.1677

VISIT OUR WEBSITE:
www.mhc.ab.ca/continuing-studies/

FAX REGISTRATION FORM TO:
Continuing Studies, Medicine Hat College
403.504.3521
Continuing Studies, Brooks Campus
403.362.1474

If you would like to receive more information about Continuing Studies, MHC please check the applicable box:

E-MAIL ADDRESS

POSTAL ADDRESS

ALBERTA'S FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, T1A 3Y6, or 403-529-3800 or foip@mhc.ab.ca.