



REGISTRATION FORM (please print clearly)

STEP 1: STUDENT INFORMATION

Student ID# (If unsure, leave blank): _____

Last Name: _____ First Name: _____ Initial: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Resident Phone: _____ Business Phone: _____ Gender: (circle): M F

Email Address _____ Birthdate: _____

If under 18 years of age - Parent/Guardian Name: _____

STEP 2: COURSE INFORMATION

Course Code	Course Name	Course Date	Course Fee

STEP 3: PAYMENT

Payment: Cheque Enclosed Total: _____

REFUND POLICY

- 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.

WITHDRAWALS

- To be eligible for a refund, notification of withdrawal must be received no later than two business days before the course begins and we will attempt to accommodate you into another course.
- All withdrawal refunds are subject to an administration fee of \$35.00.
- Registration withdrawals after the terms stated above will not be eligible for a refund.
- These standards apply to the majority of the Continuing Studies courses; any exceptions will be noted with the specific course information.

COURSE CANCELLATIONS

If your course is cancelled, you may either transfer to another course or receive a full refund. Should the course for which you have registered be cancelled, we will make every effort to inform you at home or at work prior to the start date of the course. Please provide both business and home numbers at the time of registration, or if you live out of town please call us the day before class commencement: Medicine Hat Campus 403.529.3844 / Brooks Campus 403.362.1677