

Student Number: \_\_\_\_\_

(please provide if available)

## Part-Time Registration Form - Winter 2015

Surname: \_\_\_\_\_ (Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_)

First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ E-mail: \_\_\_\_\_

Birth date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Are you a Canadian Citizen or Permanent Resident?: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied to or attended Algonquin College? Part-time: Yes \_\_\_\_\_ No \_\_\_\_\_ Full-time: Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact you about future courses and events:	yes	_____
	no	_____

Please indicate the course(s) you are taking in the chart below.

Course #	Course Title	Start Date	Time	Fee

Payments may be made by cheque, credit card or debit card. Credit card and debit card payments must be made at the Perth Campus, as we do not record card numbers or other financial information.

### Payment by Cheque:

1. Please make cheques payable to Algonquin College.
2. Post-dated cheques will not be accepted.
3. There is a \$25.00 charge for cheques returned from the bank.
4. Cheques returned from the bank are not considered to be an official withdrawal, clients remain registered and responsible for payment of fees.

**Enrolment Policy:** Registration takes place on a first-come, first-serve basis. Algonquin College reserves the right to cancel or alter courses as deemed necessary. We will make every effort to telephone or contact you by the e-mail address that you provided at the time of registration. You will have the choice to register in another course, if applicable, or receive a full refund. Please refer to the Refund Policy for information about refunds (see below).

REFUND POLICY	Courses of 8 or more classes	Courses of 4 to 7 classes	Courses of 3 or fewer classes
<b>Full Refund</b>	Course cancelled by College	Course cancelled by College	Course cancelled by College
<b>Partial Refund</b>	Refund less \$25.00 administrative fee if withdrawal request is received prior to the third scheduled class.	Refund less \$25.00 administrative fee if withdrawal request is received prior to the second scheduled class.	Refund less \$25.00 administrative fee if withdrawal request is received prior to the first scheduled class.
<b>No Refund</b>	After the third scheduled class has begun.	After the second scheduled class has begun.	After the first scheduled class has begun.

**Perth Campus Continuing Education**  
 e-mail: lancass@algonquincollege.com  
 phone: 613-267-2859 ext.5691

**Perth Campus Hours of Operation**  
 Monday to Friday: 8 am to 4 pm daily.