

Registration procedures

PART-TIME PROFESSIONAL CAREER COURSES

- You may register in-person, by e-mail with scanned documents attached, by mail or by fax.
- You must complete the registration contract and indicate the year/term for which you are registering. A \$25 (non-refundable) registration fee applies to all registration contracts received and processed.
- On-line registration is available for students with a Concordia netname. The \$25.00 registration fee is waived for students who enroll on-line.
- Once the Centre has processed your registration contract you will receive an e-mail message confirming your course enrollment. Students who self-enroll on-line through the MyConcordia.ca portal do not receive an e-mail confirmation.
- You can verify the status of your course registration on-line via the MyConcordia.ca portal at www.myconcordia.ca under the My Student Centre link. Please note that if you have not already activated your netname, you will have to do so before logging into the MyConcordia.ca portal. Activating your netname needs to be done one time only.
- Immigration Quebec regulations require that all international students be covered by a health insurance plan that meets government standards, while living in Quebec. In keeping with government directives, Concordia University has adopted a health and accident insurance plan for Concordia international students. International students who are enrolled part-time in Continuing Education courses (less than 140 course hours per academic term) will not be required to participate in the Concordia Health Insurance plan. It is the responsibility of students to ensure that they have valid health insurance coverage during their part-time studies at the Centre for Continuing Education.
- All fees must be paid in full at the time of registration.
- Payment can be made by debit card, MasterCard, Visa, Discover Card, American Express, certified cheque or money order. Unfortunately, we cannot accept personal cheques or cash. All fees are payable in Canadian funds.
- Students are permitted to register late depending on the availability of courses. An additional \$25 (non-refundable) late registration fee will be charged for those registrations received during the two weeks preceding the start date of the course or received once the course has started. Registrations are NOT accepted after the second scheduled class.

IMPORTANT

YOU NEED TO REGISTER EARLY!

THE CENTRE FOR CONTINUING EDUCATION WILL CANCEL COURSES DUE TO INSUFFICIENT REGISTRATION.

DECISIONS TO CANCEL ARE MADE ONE WEEK PRIOR TO THE COURSE START DATE.

IF YOU WAIT UNTIL THE LAST MINUTE TO REGISTER, THE COURSE MAY BE CANCELLED.

1455 de Maisonneuve Blvd. West, Montreal, Quebec H3G 1M8
Tel: 514-848-3600 Fax: 514-848-2806

website: concordia.ca/conted
email (Centre for Continuing Education): cce@concordia.ca
email (Continuing Education Language Institute): celi@concordia.ca

STUDENT INFORMATION <i>(Please Print)</i>				STUDENT NUMBER
FAMILY NAME		FIRST NAME		
Date of Birth YEAR MONTH DAY	<input type="checkbox"/> Male <input type="checkbox"/> Female	First application to study at Concordia University? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Your Country of Citizenship:	Your Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Work Permit <input type="checkbox"/> Visitor <input type="checkbox"/> Other: (specify)			
MOTHER TONGUE (First Language)		LANGUAGE SPOKEN AT HOME		
STREET NUMBER	STREET NAME		APARTMENT	
CITY			PROVINCE/STATE	
COUNTRY		POSTAL/ZIP CODE	TELEPHONE NUMBER	
EMAIL ADDRESS			CELLPHONE NUMBER	
For which Year and term are you registering? Year: <input type="text"/> <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER				
COURSE/PROGRAM TITLE		COURSE CODE/SEC	DAY/TIME	TUITION
TOTAL TUITION				(=)
REGISTRATION FEE (non-refundable)		<i>Students with a Concordia Netname can avoid this fee by registering on-line at www.myconcordia.ca</i>		(+) \$ 25.00
LATE REGISTRATION FEE (non-refundable)		<i>Additional \$25 fee applies to registrations received during the 2 weeks preceding the start date of the course</i>		(+)
TOTAL AMOUNT DUE				(=)

International Students enrolled in 140 course hours or more in a term must purchase health insurance from Concordia University.

Withdrawal and Tuition Refund Policy:

Once you have signed this contract, you are responsible for the full amount unless the following refund policy applies. Students may drop a course or swap (*drop/enroll*) a course on-line through the MyConcordia Portal or by writing to the Centre for Continuing Education. Non-attendance of classes does not constitute a course drop and is not subject to a refund of tuition fees. Students may not drop a course after 70% of the course has elapsed. All Application fees, registration fees, late registration fees and required tuition deposits are non-refundable and not transferable.







Refund Policy Specific to Part-Time Courses: Students who drop a course or swap (*drop/enroll*) a course prior to the date of the first scheduled class will receive a full tuition refund, less a \$25 tuition penalty per course. The application fee, registration fee and late registration fee are non-refundable. Students who drop a course or swap a course will be refunded 50% of the course tuition providing not more than 10% of the course hours have elapsed. Students who drop a course or swap a course after the above noted deadlines are not eligible for a refund.

All contracts are subject to revision for adjustment of errors. All fees are subject to change without prior notice.

The University reserves the right to cancel any course, seminar or program due to insufficient registration.

I agree that I will be bound by and undertake to observe the rules, regulations and policies in place at the Centre for Continuing Education, at Concordia University, including those policies contained in the Academic Calendar and those printed on this Application Contract.

DATE	SIGNATURE
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PAYMENT METHOD		(Cash and Personal Cheques are <u>NOT</u> accepted)		AMOUNT: \$	
<input type="checkbox"/>  (in person only)	<input type="checkbox"/>  (Payable to Concordia University)	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
CREDIT CARD NUMBER				EXPIRY DATE (MONTH/YEAR)	
DATE	NAME AS IT APPEARS ON THE CREDIT CARD		CARDHOLDER'S SIGNATURE		