



Centre for Continuing Education of Concordia University
1455 De Maisonneuve Blvd. West, Montreal, Quebec H3G 1M8
Tel: 514-848-3600 • Fax: 514-848-2806

Fall Winter Spring Summer

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|--|--|---|-----------|
| REGISTRATION INFORMATION (Please Print) | | STUDENT NUMBER | |
| <input type="checkbox"/> New Student Have you ever applied to or registered in a course at Concordia University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ | | | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth | YEAR | MONTH DAY |
| FAMILY NAME | | FIRST NAME | |
| Your status in Canada: | | Your Country of Citizenship: | |
| <input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> STUDY PERMIT <input type="checkbox"/> VISITOR <input type="checkbox"/> WORK PERMIT <input type="checkbox"/> OTHER: _____ | | _____ | |
| ADDRESS | | APT. | |
| CITY | | PROVINCE | |
| POSTAL CODE | HOME TELEPHONE NUMBER (AREA CODE + NUMBER) | BUSINESS TELEPHONE (AREA CODE + NUMBER)/EXTENSION | |
| FAX NUMBER (AREA CODE + NUMBER) | E-MAIL ADDRESS | | |

| COURSE/PROGRAM TITLE | COURSE CODE/SEC | DAY/TIME | TUITION |
|---|--|----------|----------------|
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| Total Tuition | <i>Tuition does not cover the cost of textbooks, teaching materials and dictionaries for courses</i> | | |
| Registration Fee (non-refundable) | <i>Returning students can avoid this fee by registering on-line</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 | <i>Full payment must accompany this Registration Form</i> | | |

| | | |
|---|---------------------------------------|---------------------|
| Payment Method <input type="checkbox"/> Money Order <i>(Payable to Concordia University)</i> <input type="checkbox"/> Debit Card <i>(In-person only)</i> <input type="checkbox"/>  <input type="checkbox"/>  We do not accept cash or personal cheques. | CREDIT CARD NUMBER | EXPIRY DATE (MM/YY) |
| | NAME AS IT APPEARS ON THE CREDIT CARD | |
| | CARDHOLDER'S SIGNATURE | |
| | | |

Course Withdrawal and Tuition Refund Policy
Once you have signed the contract, you are responsible for the full amount unless the following refund policy applies. The Centre cannot make allowances for changes in personal plans made by students after registration. A request to withdraw from a course, seminar or program must be made in writing to the appropriate Department Administrator of the Centre for Continuing Education. Non-attendance of classes or seminars does not constitute withdrawal or grounds for a refund of tuition. Students may not withdraw from a course after 50% of the course has elapsed. All registration fees, late registration fees and required tuition deposits are non-refundable and non-transferable.

Policies Specific to Part-Time Courses: Students who withdraw from a course before the first scheduled class will receive a full tuition refund, less a \$25 administrative charge per course. The registration fee and the late registration fee are non-refundable. Students who withdraw from a course will be refunded 50% of the course tuition providing not more than 10% of the course hours have elapsed. Students who withdraw from a course after the above noted period are not eligible for a refund.

All contracts are subject to revision for adjustment of errors.
The University reserves the right to cancel any course, seminar or program due to insufficient registration. Please note: All fees are subject to change without prior notice.

I agree that I will be bound by and undertake to observe the rules, regulations and policies in place from time to time at the Centre for Continuing Education including those policies contained in the Course Calendar and those printed on this Registration Form.

DATE _____ SIGNATURE _____