VANCOUVER COMMUNITY COLLEGE

Continuing Studies

vcc.ca/cs

FAX OR MAIL-IN REGISTRATION

Fax to: 604.443.8393 for VISA, MasterCard or American Express only
Mail to: VCC Centre for Continuing Studies, 250 West Pender St., Vancouver, B.C. V6B 1S9

Please TYPE or PRINT in BLACK ink. Note: One registrant per form. Please duplicate if needed.

MALE ☐ FEMALE ☐ BIRTHDATE ____ / ____ / ____
Month Day Year

SURNAME | GIVEN NAMES

ADDRESS | CITY/MUNICIPALITY | PROVINCE | POSTAL CODE

HOME PHONE | BUSINESS PHONE | E-MAIL

CITIZENSHIP / VISA TYPE | CITIZENSHIP / VISA IDENTIFICATION NUMBER | ISSUE DATE | EXPIRATION DATE

CITIZENSHIP COUNTRY | BIRTH COUNTRY | NATIVE LANGUAGE

	COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #
sample:	Business Ethics	LEAD 1154	$337	Sa. April. 16	18:30	DTN	CRN 10316
1							
2							
3							

METHOD OF PAYMENT | TOTAL $

CREDIT CARD ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐

CHEQUE ☐

MONEY ORDER ☐

FEE CREDIT ☐

Name on card

Credit card account number | *Expiry date*

Signature | *Date*

The information on this form is collected under the authority of the Freedom of Information/ Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the dean of the Centre for Continuing Studies at 604.443.8484.

Citizenship Requirements for Admission
Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrolment at Vancouver Community College. By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrolment as though they were Canadian citizens or permanent residents in Canada, including:

A. A foreign domestic worker with valid employment authorization permit.
B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs that gives his/her position, date of issuance and date of validity.
C. An individual who is in Canada who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education.
F. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Centre for Continuing Studies Refund and Course Cancellation Policy (Effective: June 2, 2012)

Request for Course or Program Refund
Refund requests for a course or program must be made 3 business days (72 hours) prior to the start date. An original receipt must accompany all refund requests. If the original receipt is not available, the request must be received in writing. Please note all refunds are subject to a $30 administration fee.

Please allow 4-6 weeks for processing refunds by cheque. Cash refunds are not available. Refunds by credit card can be made via email or telephone.

Refund Appeals
Refund requests submitted after the 72-hour deadline may be considered for appeal under special circumstances, such as court subpoena or family bereavement, upon provision of relevant supporting documents.

Applicants must submit a completed Refund Appeal Form to the Dean, Centre for Continuing Studies and Contract Training. A decision will be rendered in writing within 30 days, and all decisions are final.

In lieu of a refund, applicants may be offered a course fee deferral credit at the discretion of the Dean. All refunds and deferred fee credits are subject to an administrative fee of $30 per course.

Income Tax Information
Receipts for tax purposes will be available at my.vcc.ca for applicable courses. Please check your online student records in early March following the taxation year.

Cancellations
The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a full refund will be provided. It is important that you keep the college informed of your current daytime telephone number.