



Course REGISTRATION

EMAIL TO: VCC CENTRE FOR CONTINUING STUDIES: cstudies@vcc.ca

PLEASE NOTE THAT DUE TO THE HIGH VOLUME OF EMAILS, WE WILL PROCESS REGISTRATIONS IN ORDER OF RECEIPT.

Continuing Studies

vcc.ca/cs

NEW STUDENT CURRENT STUDENT

MALE FEMALE _____
VCC STUDENT NUMBER

SURNAME GIVEN NAMES BIRTHDATE: MM/DD/YYYY

ADDRESS CITY/MUNICIPALITY PROVINCE POSTAL CODE

HOME PHONE BUSINESS PHONE E-MAIL

CITIZENSHIP / VISA TYPE CITIZENSHIP / VISA ID NUMBER ISSUE DATE EXPIRATION DATE

CITIZENSHIP COUNTRY BIRTH COUNTRY NATIVE LANGUAGE

COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATIO N	CRN #
<i>Sample Business Ethics</i>	<i>LEAD 1154</i>	<i>\$337</i>	<i>Sa. April 16</i>	<i>18:30</i>	<i>Dtn</i>	<i>CRN 10315</i>
1						
2						
3						
		\$				

CALL BACK PHONE NUMBER

Please provide us with a phone number we can call you back at from Monday - Friday between 10:00am and 6:00pm.

Please ensure you have a valid credit card for fee payment.

We accept VISA, MASTERCARD, AMERICAN EXPRESS, or VISA DEBIT CARD PAYMENTS

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. 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.
- C. 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.
- D. 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 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 \$35 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 3 business days 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 \$35 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.