

CONTINUING EDUCATION STUDENT REGISTRATION FORM



LAST NAME FIRST NAME INITIAL(S)

APT # STREET CITY POSTAL CODE

PHONE # OTHER PHONE # BIRTHDATE YYYY MM DD

EMAIL STUDENT # (If previously enrolled)

Are you a full-time faculty or support staff?	YES	NO	Have you changed your name or address since last registration?	YES	NO
Are you a senior citizen?	YES	NO	If yes, previous name and/or address		

COURSE CODE COURSE NAME START DATE

ADMISSION QUALIFICATIONS

- | | | |
|---|-----|----|
| 1. Are you a secondary school graduate? | YES | NO |
| 2. Are you 19 years of age or older? | YES | NO |

CONDITIONS OF REGISTRATION

1. Fees must be paid in full at the time of registration.
2. Registrants may be required to provide proof of meeting College and/or subject admission requirements.
3. The College reserves the right to cancel courses.

WITHDRAWAL AND REFUND

To withdraw, notify the Registrar's Office. **A refund will ONLY be issued for a withdrawal request made PRIOR TO THE SECOND SCHEDULED CLASS**, less a \$15 Administration Fee. If the course has only one class, the withdrawal request must be made prior to the beginning of the scheduled class to be eligible for a refund.

ACCESSIBILITY SERVICES

Students are encouraged to self-identify to Accessibility Services as early as possible, in order to plan accommodations that will equalize opportunities to participate in all learning and evaluation activities within Sault College. Accessibility Services can be reached at 705-759-2554, Ext. 2703 or studentsupport@saultcollege.ca

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The Registrar's Office at Sault College collects and maintains information for the purpose of admissions, registration, and the administration of other essential student services. The Personal Information on this form is collected in accordance with Freedom of Information and Protection of Privacy Act (FIPPA) and under the authority of the Ontario Colleges of Applied Arts and Technology Act. Any questions about this collection should be directed to the Registrar, Sault College, 443 Northern Ave., Sault Ste. Marie, ON P6B 4J3; registrar@saultcollege.ca or 705-759-6700.

For more information or to submit this registration, please contact Continuing Education at (705) 759-6700 and choose option 3, or email conedregistration@saultcollege.ca