



Loyalist College – Registration Form



PLEASE PRINT CLEARLY

Mail-in Registrations MUST include payment. We accept: cash, cheque, money order, Visa, American Express or MasterCard.

Course Code and Name	Fee
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First Name	Last Name	Birth Date (YYYY/MM/DD)
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Mailing Address

() _____ or () _____ or () _____
 Home Phone Business Phone Cell Phone

_____ Email Address (Is this checked regularly? _____ Yes _____ No)

METHOD OF PAYMENT: Please circle one: Money Order, Cheque, Cash, MC, Visa, Amex
 Please do NOT send cash in the mail, or Credit Card information through e-mails.

For Credit Card Payment:

_____ Card Holder's Name	_____ Account #	_____ Expiry Date
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We call all students if a course is **not** running and full refunds are provided for all cancelled courses. However, if you would like to confirm the status of any course, you can call us anytime: 613-332-1743.

Please know some courses have additional Material and Supply Fees, over and above posted Tuition Fees. Students are informed of these fees during registration.

A Tuition Refund can be processed for any course, with three or more scheduled classes, as long as we are notified of your withdrawal by the beginning of the second class. Please notify the registrar of your intent to withdraw. **An administrative fee of \$20.00 is charged for every withdrawal,** unless the course is cancelled by the Continuing Education Administrator.

Note: All course applicants must sign this document.

_____ SIGNATURE	_____ DATE
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Students must be 19 years of age or have successfully completed grade 12 (OSSD).

I am 60 years of age or over

I have an OSSD (Grade 12)

I am 19 years of age or older without an OSSD (Grade 12)