

REGISTRATION POLICIES AND FEES



CREDIT AND REMEDIAL COURSE FEES

- \$375 **COURSE FEE** for students who have graduated from high school and are considered adults. ****students born prior to July 1st 1997 are considered adults****
- \$675 **COURSE FEE** for in-district international students.
- \$800 **COURSE FEE** for out of district international students.
- \$100 **BOOK DEPOSIT**
 (refundable within one year as long as there is no damage done to book).
- \$25 workbook purchase for Chemistry 11 & 12 (non-refundable).
- \$25 workbook purchase for Pre-Calculus 11 & 12 (non-refundable).

Pay by Visa, MasterCard, debit or cash. Please NO personal cheques.



REFUND POLICY

CLASS CANCELLATIONS:

Continuing Education Services reserves the right to cancel classes if instructors or facilities are unavailable or if there is insufficient enrolment.

Full refunds will be given to those whose classes are cancelled by Continuing Education.

Fee Payments made by Visa or MasterCard are credited back to the original credit card.

All other refunds are made by cheque. Please allow 3 weeks for processing.

CANCELLATION FEE:

Cancellation fee of \$50.00 will be charged on any cancellations made by the student prior to the first day of class. 20% of the course fee will be charged for International students.

TRANSFERS:

There will be a \$20.00 transfer fee to transfer to another course.

WITHDRAW FEE:

Students wishing to withdraw from a course, once it has started, must do so in writing, stating reason for withdrawal **PRIOR** to the second class to be eligible for a full course fee refund. No refunds will be issued after the second class.



DOCUMENTATION REQUIREMENTS

**Documents needed to register for courses:
 Proof of Canadian Status, Proof of BC Residency and Photo ID.**

School Act Section 82 and Ministry of Education Policy requires that students whose courses are funded by the Ministry of Education must prove their status in Canada, Residency in BC and provide current photo identification.

Students are required to provide documents from each of the columns below

CANADIAN ID (ONE OF)	B.C RESIDENCY (TWO OF) (MUST SHOW NAME AND ADDRESS)
<input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Canadian Permanent Resident Card <input type="checkbox"/> Confirmation of Permanent Resident <input type="checkbox"/> Refugee Claimant Document <input type="checkbox"/> Work Permit Valid for 1 year with passport <input type="checkbox"/> First Nations/Metis Card ***ONE OF THESE IS PHOTO ID***	<input type="checkbox"/> BC Driver License/BC ID/BC Service Card <input type="checkbox"/> Property purchase agreement <input type="checkbox"/> Tax Statement (T4) <input type="checkbox"/> Government issued mail <input type="checkbox"/> Property Tax statement <input type="checkbox"/> ICBC Registration (car insurance) <input type="checkbox"/> Utility bill for home of residence <input type="checkbox"/> Bank statement <input type="checkbox"/> Long Term Tenancy agreement <input type="checkbox"/> Recent BC transcript

Please Note:

Students are responsible for ensuring that work permit conditions allow for study in Canada and should contact permit authorities for further information before taking any courses at a Canadian educational institution. If enrolling in a course that exceeds six (6) months of study, all temporary residents must obtain a study permit.