

Registrations are accepted on a first-come/first-served basis, provided that the application form is complete, prerequisites are met where required, and the full fee is submitted.

* indicates required information

KEYANO STUDENT ID #

Return this completed form to the Office of the Registrar

LEGAL FIRST NAME		LEGAL LAST NAME	
SOCIAL INSURANCE NUMBER*		EMAIL	
PHONE #	DATE OF BIRTH	GENDER Male Female Undefined Unspecified	
ADDRESS		CITY	PROVINCE POSTAL CODE

If you wish to declare that you are an **INDIGENOUS** person, please specify:

Status Indian/First Nations
 Non-Status Indian/First Nations
 Métis
 Inuit

CITIZENSHIP STATUS <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee Status <input type="checkbox"/> Study Permit <input type="checkbox"/> Other/Work Visa	COUNTRY OF CITIZENSHIP (IF NOT A CANADIAN CITIZEN)	COUNTRY OF RESIDENCE (WHERE YOU ARE LIVING NOW)
	DATE OF ENTRY TO CANADA (FOR NON-CANADIAN CITIZENS)	FIRST LANGUAGE SPOKE (AND STILL UNDERSTOOD)

Con Ed Course Selection

Year:

Term:

Fall Spring
 Winter Summer

COURSE CODE	SECTION	COURSE NAME	START DATE	TUITION	TECH FEE	GST	TOTAL

Over 60 years of age (20% discount)

Total:

APPLICANT'S SIGNATURE	DATE
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Method of Payment

<input type="checkbox"/> Money Order <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Purchase Order	CREDIT CARD NUMBER	EXPIRATION DATE
	CARD ISSUED TO	SIGNATURE

OFFICE OF THE REGISTRAR			FINANCE		
CONTRACT #	CWA #	COST CENTRE	BUDGET CODE		REFERENCE DATE
PO # / INVOICE	TUITION WAIVER	OTHER	INVOICE REQUEST	CUSTOMER #	INVOICE #
COMPANY			COMPANY CONTACT		

1. Requests for refunds for tuition dated five (5) working days or more prior to course commencement will be granted with \$25 of the fee retained by the College.
2. **For cancellations dated less than five (5) working days prior to course commencement date, no refunds will be granted.** In exceptional circumstances, the Dean or Director of the program may overrule this policy. Rescheduling is treated as a cancellation.
3. Material fees are non-refundable.
4. Refunds will not be granted due to a student being unvaccinated.
5. Non-attendance at any course is not notice of withdrawal.
6. To obtain a refund from a continuing education course, a student must formally advise the Office of the Registrar by phone or in person, after which the student will be withdrawn and the refund process initiated.
7. Another person may attend in the participant's place. Notification of such a change must be forwarded to the Office of the Registrar prior to the course start date.

Note: This refund policy is invalid for any company purchases of full courses from the College.
To receive an income tax receipt for eligible courses, check your Self Service account at the end of February of the next calendar year.

Cancellation Policy: Requests for refunds, transfers or name changes dated five (5) or more working days prior to the course will be granted with a \$25 fee retained by the college. For cancellations less than five (5) working days prior to the course, no refund will be granted. No-shows, late arrivals and non-completions due to student error will be charged full price.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.