MEDICINE HAT COLLEGE | CONTINUING STUDIES REGISTRATION

REGISTRATION FORM (please print clearly)

STEP 1: STUDENT INFORMATION

Student ID# (If unsure, leave blank): _____

Last Name: _____ First Name: _____ Initial: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Resident Phone: _____ Business Phone: _____ Gender: (circle): M F

Email Address _____ Birthdate: _____

If under 18 years of age - Parent/Guardian Name: _____

STEP 2: COURSE INFORMATION

Course Code	Course Name	Course Date	Course Fee

STEP 3: PAYMENT

Payment (circle one): Visa MasterCard Cheque Enclosed Total: _____

Card #: _____ Expiry Date: _____

Signature: _____

Alberta's Freedom of Information and Proection of Privacy Act
Medicine Hat College collects and maintains information for the purpose of admissions, registrations and other activities directly related to you being a member of the Medicine Hat College community and its educational programs, and attending a public post-secondary institution in the Province of Alberta. You are advised that the information you provide, and any other information placed in the student record, will be protected and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act.

REFUND POLICY

- Tuition fees do not include materials unless noted.
- Courses are for persons 18 years of age and over unless otherwise indicated.
- Some classes may be held off-campus.
- Full payment of fees is required at time of registration.
- Postdated cheques are not accepted.
- Continuing Studies reserves the right to make changes in instructors, dates and times when necessary.
- Students will be required to pay for supplies if they withdraw on the day of or day after course is scheduled.

WITHDRAWALS

- Withdrawals prior to the course or seminar starting subject to $25 processing charge.
- 50% of tuition will be refunded for withdrawals after first class, but before second class.
- Substitutions may be made any time prior to commencement.

COURSE CANCELLATIONS
If your course is cancelled, you may either transfer to another course or receive a full refund. Should the course for which you have registered be cancelled, we will make every effort to inform you at home or at work prior to the start date of the course. Please provide both business and home numbers at the time of registration, or if you live out of town please call us the day before class commencement: Medicine Hat Campus 403.529.3844 / Brooks Campus 403.362.1677

PARKING REGULATIONS (Medicine Hat Campus)
Permit parking regulations will be in effect from the first Monday of September to the last day of April. During this time the hours of enforcement will be from