

LEARNING CENTRE RETURNING STUDENT REGISTRATION FORM - 2017-2018

FOR OFFICE USE ONLY

<input type="checkbox"/> Canadian Citizenship verified: <input type="checkbox"/> Cdn. Birth Cert. or Passport <input type="checkbox"/> Status Card <input type="checkbox"/> Proof of Address	<input type="checkbox"/> Landed Immigrant verified: <input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Signed Record of Landing <input type="checkbox"/> Perm. Res. Card <input type="checkbox"/> Proof of Address	<input type="checkbox"/> International Student: <input type="checkbox"/> (\$750) <input type="checkbox"/> Non-Graduate <input type="checkbox"/> Over 19 years <input type="checkbox"/> Under 19 years <input type="checkbox"/> Graduate <input type="checkbox"/> Over 19 years <input type="checkbox"/> Under 19 years	Returning to Complete: <hr/> <hr/>
--	--	--	---

TO BE COMPLETED BY STUDENT

LEGAL LAST NAME		USUAL LAST NAME		Previous Last Name (if applicable)	
LEGAL FIRST NAME		CALLED NAME		MIDDLE NAME	
Apt. No.	Street Address	City	Postal Code		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Age: _____	Birth date (dd-mm-yyyy) ____/____/____	International Student	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone: _____		Email Address: _____			
Place of Birth: CITY _____		PROVINCE and/or COUNTRY _____		Primary Language at Home: _____	
Aboriginal Ancestry: <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, <input type="checkbox"/> Status – Band _____		<input type="checkbox"/> Non-Status <input type="checkbox"/> Metis	
Last high school attended: _____		Last year attended _____		City/Province/Country : _____	
I have graduated from high school in BC, in another province or country <input type="checkbox"/> Yes <input type="checkbox"/> No Country _____					
I hereby certify the above information is true to the best of my knowledge and authorize release of my school records to the Greater Victoria Continuing Education Program					
Student's Signature			Date		

Policy

If a student withdraws from a course, they cannot re-register in that course for three reporting terms (approximately one full calendar year), but they may register in a different course.

TO BE COMPLETED BY STUDENTS UNDER THE AGE OF 19

Parent/Guardian Information

Last Name: _____ First Name: _____

Parent type: ☐ Mother ☐ Father ☐ Other, specify: _____

Home address: **Living with student** ☐

(specify address below if this parent is NOT living with the student)

Address: _____ City: _____ Prov: _____ Postal Code: _____

Home Phone: _____ ☐ Unlisted Cellular Phone: _____ Unlisted ☐

Place of Employment: _____ Business Phone: _____ Ext: _____

Email address: _____

Above information can be used for emergency contact? ☐ Yes ☐ No

Parent Signature: _____

Student Fees and Deposits

The Ministry of Education has made changes to the Education Guarantee (EG). This revision means that only some of the courses will be funded under the new EG policy. The courses that will continue to be funded include:

- All Literacy Foundation Courses (Levels 1-7)
- All Numeracy Foundation Courses (Levels 1-7)

Effective May 1, 2015, Graduated Adults wishing to upgrade will be responsible for paying the following course fee.

Graduated Adult Fees (graduated: born before July 1, 1998)

Course Fee:

- \$100.00 (any course not listed above)

Funded Course Fee (Literacy/Numeracy Foundation Courses) and (school-age graduates; all non-graduates)

\$100.00 per course. This fee consists of a **\$75.00** resource deposit which is **refundable** and a **\$25.00** registration fee that is **not refundable**.

As per District Policy, no student will be denied educational opportunities due to financial hardship. Please talk with the School Principal directly if you would like to have the Funded Course Fee waived. Unfortunately, we are unable to waive the \$500.00 graduated adult course fee.

Refund Policy

The student must initiate the refund process by completing a Refund Request form and returning it to the office along with the original payment receipt.

- Resource Deposits are refundable upon the return of all resources.
- Refunds will not be issued for receipts older than 24 months.
- Refunds will be processed once a month and will be in the form of a cheque.
- There is a 2-3 week processing time for all refunds.

Please sign that you have read and understand the above refund policy: _____

<i>Office Use Only</i>	Receipt Number: _____	Amount Paid: _____ Date: _____
------------------------	-----------------------	-----------------------------------