

# LEARNING CENTRE RETURNING STUDENT REGISTRATION FORM - 2018-2019

FOR OFFICE USE ONLY

<input type="checkbox"/> <b>Canadian Citizenship verified:</b>  <input type="checkbox"/> Cdn. Birth Cert. or Passport <input type="checkbox"/> Status Card <input type="checkbox"/> Proof of Address	<input type="checkbox"/> <b>Landed Immigrant verified:</b> <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"/> <b>International Student:</b> <input type="checkbox"/> (\$750) <input type="checkbox"/> <b>Non-Graduate</b> <input type="checkbox"/> Over 19 years <input type="checkbox"/> Under 19 years <input type="checkbox"/> <b>Graduate</b> <input type="checkbox"/> Over 19 years <input type="checkbox"/> Under 19 years	<b>Returning to Complete:</b>  <hr/> <hr/>
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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: _____ <b>Birth date (dd-mm-yyyy)</b> ____/____/____   International Student <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Phone:</b> _____ <b>Email Address:</b> _____		
Place of Birth: <b>CITY</b> _____ <b>PROVINCE</b> and/or <b>COUNTRY</b> _____   Primary Language at Home: _____		
Aboriginal Ancestry: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>IF YES,</b> <input type="checkbox"/> Status – Band _____ <input type="checkbox"/> Non-Status <input type="checkbox"/> Metis		
<b>Last high school attended:</b> _____ <b>Last year attended</b> _____ <b>City/Province/Country :</b> _____		
<b>I have graduated from high school</b> in BC, in another province or country <input type="checkbox"/> Yes <input type="checkbox"/> No   Country _____		
<b>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</b>		
<b>Student's Signature</b>	<b>Date</b>	

### 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, 1999)

Course Fee:

- \$100.00 (any course not listed above)
  - This fee consists of a **\$75.00** resource deposit which is **refundable** and a **\$25.00** registration fee that is **not refundable**.
- Foods 12 is a **\$500.00** fee that is **not refundable**.

**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: _____