

COLUMBIA COLLEGE
ENROLLMENT APPLICATION AND CONTRACT OF TUITION
 802-805 Manning Road N.E., Calgary, Alberta T2E 7N8
 Phone (403) 235-9300 Fax (403) 272-3805
Individual Course Registration

Name of Program

Name _____ Student ID _____
 Last First Initial Alberta Student # _____

Please accept my application for registration into the following course(s).

Course Code	Start Date / Time	End Date / Time	Total Fees

Normal hours of instruction may fall between 7:30 A.M. and 10:00 P.M. (holidays excluded) Monday through Sunday. Due to course scheduling demands, students may be required to attend evening or weekend classes.

I agree to pay Columbia College the total sum of the fees listed above for the course tuition and related materials, lab fees, and books.

IT IS IMPORTANT THAT APPLICANTS UNDERSTAND THE FOLLOWING:

- Upon full payment of my account and satisfactory completion of my course, a certificate of completion for the applicable course(s) would be available upon written request to the Office of the Registrar.
- A signed copy of this contract will be provided to you at the time you sign or within 7 days.
- For the purpose of general College marketing activities I understand that Columbia College may capture my photo during various College events and that these photos may be used for general college promotional activities. Promotional material generated by the College will only be used for the intended purpose to promote the college and its programs.
- I understand that I am to adhere to all policies and regulations of Columbia College and their programs as presented in the College calendar or as introduced by Columbia College from time to time.
- I have read this contract and fully understand its contents. For our mutual protection, I agree that this is the entire understanding between us and that no written alterations or verbal agreements to this contract shall be recognized unless mutually agreed to by both parties in writing.

Registration and Payment of Fees

- The student cannot attend a class until the registration is complete and payment has been received.
- Full payment (by cash, debit, Visa, and MasterCard) must be received ten business days or earlier before the course start date. A credit card authorization form can be completed for course payment.
- Students may receive their course textbook and other material upon full payment of course fees; and no sooner than 1 week prior to course start date.

Withdrawal Policy

- To be eligible for a refund, the Office of the Registrar must be notified in writing no later than 5 business days prior to the course start date.
- All refund requests must be submitted in writing to the Office of the Registrar, and include the following information: the course name, start and end dates, your full name, address, and phone number.
- All withdrawals are subject to a non-refundable, non-transferable administration fee of \$50.00.
- If students are eligible for a refund, the refund would include the full tuition and other course-related fees with the exclusion of textbook fees (if the textbook had been picked up by the student). If the textbook has not been received by the student, the student would be eligible for a refund of the amount calculated for the cost of the textbook.

Payment of refunds (if applicable)

- A student's refund will be paid to the original source that made the student payment.
- The College will pay the refund, if applicable, no later than 30 days from the day the written cancellation has been received from the student less the Administration Fee.

Signature of Student _____ Date _____
(Testifying that this agreement has been read before signing)

Signature of School Representative _____ Date _____
(Who has authority to sign this contract on behalf of the school)