



CONTINUING STUDIES

REGISTRATION FORM

Mr. Mrs. Ms. Miss Student ID (if known): _____

First Name Middle Initial Last Name

Preferred First Name Company/Organization

Mailing Address

City Province or Territory Postal Code

Day Phone No. Evening Phone No. Cell Phone No.

Valid Email Address Fax No.

Course Name Course Number

Course Start Date Fee + applicable taxes

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Course Start Date Fee + applicable taxes

Total Fee(s) Payment (including HST) \$ _____

Method of Payment:

CASH (in person only)

Cheque (payable to RRU Continuing Studies)

Money Order (Canadian Funds only please)

VISA MASTERCARD AMEX DISCOVER CARD

Name of Cardholder (please print)

Card Number

Expiry Date Card Verification Number (last 3 digits on back)

Signature

Please note: If you require support services for a disability, please contact us by phone or email.

Visit our website at:

<http://cstudies.royalroads.ca>

Contact us by email at:

Continuing.Studies@royalroads.ca

FOUR WAYS TO REGISTER

By Telephone ...

(250) 391-2513, or TOLL FREE 1-866-890-0220

Register by phone, using Visa, MasterCard, Discover Card or American Express Card from Monday to Friday, 8:30 a.m. - 4:30 p.m.

Online ...

<http://cstudies.royalroads.ca>

Use your Visa, MasterCard, Discover Card or American Express Card for online registration.

In Person ...

Continuing Studies office is located in Room 117 in the Grant Building. Our office hours are Monday to Friday, 8:30 a.m. - 4:30 p.m.

By Mail ...

Please include payment by Visa, MasterCard, Discover Card, American Express Card, money order or cheque. Seats will only be held when accompanied by payment in full. Complete this registration form and mail to:

**Royal Roads University
Continuing Studies, Grant 117
2005 Sooke Road
Victoria, BC V9B 5Y2**

PLEASE NOTE: we can no longer accept faxed registration requests.

REGISTRATION PROCESS:

Registrations are processed in the order that they are received. Some courses fill up quickly, so register early to guarantee a seat. Please try to register no later than 10 days prior to the course start date. **If you are planning to register with less than 10 days to go before the start date, please check with Continuing Studies on the status of the session.** Some courses may be postponed or cancelled due to insufficient enrollment or circumstances beyond our control.

CONFIRMATION:

You will receive a confirmation email a few days prior to the start date of your course. Details will include specific class times, building and room numbers, suggestions of what to bring and directions with a map of the campus. Please be sure to include all your contact phone numbers (day and night) and valid email address on this form.

REFUND POLICY: Registration fee refunds will be processed as follows: **FULL REFUND** will be issued with proper notification of withdrawal (by telephone contact, email, fax or letter – not voice mail) if received 10 or more full business days before the first day of the course. **50% REFUND** will be issued if you notify us of cancellation between 6-9 full business days prior to the course start date. **NO REFUND** will be issued if notification of withdrawal is received 5 or less full business days before the start of the course. Course registration may be transferable. Please call our office for further information.

TUITION RECEIPTS: Please keep your receipt – under some circumstances, tuition fees are tax deductible.

ACCESS: Please contact us if you have any concerns regarding wheelchair access in our facilities.

GST/PST REQUIREMENTS AND EXEMPTIONS: Courses that qualify for tax exemption pursuant to CRA policy must: lead to a certificate or diploma; relate to the practice or performance of a vocation; and attest to the competence of the student to practice that vocation using a pass/fail standard. All other courses will be subject to applicable taxes.