



Continuing Education Registration Form

Note: You are responsible for knowing and understanding college policies on course refunds, withdrawals and transfers as well as all other college policies relating to your academic study. Some of these policies can be found on the back of this form; the complete policies document can be found online at georgebrown.ca/policies.

Have you registered at George Brown College before? Yes No

Student ID Number (if you have one)

Date of Birth

Last Name

First Name

Middle Name

Number/Street

Apartment

City

Province

Postal Code

Business Phone (include area code)

Ext.

Home Phone (include area code)

Please provide both phone numbers so we can contact you if necessary.

This email address will be used by George Brown College to send you important updates such as class schedule changes. Please print clearly, and use an email address you check frequently.

Email Address

Are you a permanent resident of Canada? Yes No

Please note that international student fees may apply.

Do you have Ontario grade 12 or equivalent? Yes No

1

CRN (Course Reference Number)

Course Code

Course Start Date

Course Name

\$
Fee

Course End Date

2

CRN (Course Reference Number)

Course Code

Course Start Date

Course Name

\$
Fee

Course End Date

1+2

\$
TOTAL FEES

This form must be filled out in full, and payment must be included.

The personal information collected on this form is collected under the legal authority of Section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used by the College for administrative, marketing and statistical purposes, including (but not limited to) admissions, registration and record maintenance; awards and scholarships; administrative functions of Alumni Relations (which may include affinity relationships with those providing services to alumni via companies that offer discounts to alumni only) and other forms of fundraising; and the George Brown College Foundation (fundraising, awards and scholarships), and by the ministries or agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 38 (2) and section 39 (2) of the Freedom of Information and Protection of Privacy Act of Ontario. If you have any questions or concerns in this area, contact the Freedom of Information co-ordinator at 416-415-5000, ext. 4646.

Payment Information

American Express Discover MasterCard Visa cheque* debit card† money order*

Card Number

Card Expiry Date

Verification Number

Cardholder Name (print)

Signature

* Cheques and money orders must be payable to George Brown College. The college does **not** accept post-dated cheques.

† Debit cards can be used for in-person registration only.

How to Register

- Registrations are accepted on a first-come, first-served basis.
- You are encouraged to register in a course as early as possible. Registration is open until the end of the third class unless otherwise noted. You must obtain the permission of the department to register in a course outside of the registration period. Teachers are **not** responsible for repeating course content covered in missed classes.
- **Course cancellations/changes may occur.**
- Not every course is offered every semester.
- For debit card payments, you must register in person.

Registering in Person

PAYMENT OPTIONS: cheque • credit card (American Express/Discover/MasterCard/Visa) • debit card • money order

- Browse coned.georgebrown.ca to find the course(s) you want. From the course web page, obtain the course code, review the class section offerings and note the course reference number (CRN) and start/end dates of the schedule you want. You can use the Student Service Centre computers on campus to obtain the required information.
- Go to a Student Service Centre. (You can register in person at any campus; you do **not** have to register at the campus where your course is offered.) Complete this registration form by writing in the course/class section details and personal information requested (making sure to use your full legal name). It is important that you provide your home and business telephone numbers **and** an email address to facilitate our contact with you.
- Submit your registration form to a Student Service Centre representative. If you are paying by cheque or money order (made payable to George Brown College), write your full legal name, daytime phone number and student ID number (if you have one) on the front of the cheque/money order. The college does **not** accept post-dated cheques. Personal cheques returned by your bank for non-sufficient funds (NSF) or other reasons beyond the control of the college are subject to a \$20 administrative fee.
- You will receive a registration confirmation and a receipt of payment.

Registering Online

PAYMENT OPTIONS: credit card (American Express/Discover/MasterCard/Visa) • Visa Debit

- Find the course(s) you want at coned.georgebrown.ca. Review the class section offerings and choose the course reference number (CRN) with the schedule you want by selecting the "Register Now" link. (If the class section is full, a wait list may be available.)
- Review the Course Selection(s) information and add or delete courses if necessary.
- Confirm that you understand and accept the policy information.
- Provide the personal information requested (making sure to use your full legal name). It is important that you provide your home and business telephone numbers **and** an email address to facilitate our contact with you and to ensure you receive the email with your registration confirmation.
- Confirm your information, and submit your registration.
- Enter your credit card information.
- View the confirmation screen, and print it for your records.

Administrative Policies

Refunds

- If your course has been cancelled, you will receive a full refund.
- If you want to withdraw from a course, you must officially withdraw. If you withdraw prior to the day of the first scheduled class, you will receive a full refund less a \$20 administrative fee. If you withdraw up to 10 business days (including the first scheduled day of class) after the course start date, you will receive a full refund less 50% of the materials fee and a \$20 administrative fee. (Some courses may include materials fees that are non-refundable. Check your course's web page for complete details.) **If you withdraw later than 10 business days (including the first scheduled day of class) after the course start date, you will not receive a refund.**
- To learn more about refunds when you withdraw from a module in any of our Technical Training certificate programs, visit coned.georgebrown.ca/refunds.
- Refunds are **not** given for one-day courses **or** courses of 12 hours or fewer **or** courses that end after fewer than 10 business days (including the first scheduled day of class) unless you officially withdraw at least 10 business days before the start of the course.
- **Refunds are made by cheque, regardless of your method of payment.** Please ensure that your student account reflects your current address and allow four weeks for processing and mail delivery of refund cheques. If you ask to have a duplicate cheque printed, you will be charged a \$20 administrative fee.

Transfers

- Transfers are considered a withdrawal from the first course and a registration in the second. Full fees apply for the second course chosen, but original payments are credited to the second course and any overpayment is refunded.
- The college charges a \$20 administrative fee for each transfer. (There is no administrative fee to transfer from a cancelled course to an active one.)
- All requests to transfer must be made in writing and must be accompanied by a new registration form and the payment for any fees remaining after the original payment is credited. Your request to transfer (and the related documents/payments) must be submitted in person at a Student Service Centre.
- **A request for a course transfer is considered only if it is made before the third scheduled class of the course out of which you wish to transfer and if space is available in the course into which you wish to transfer.**
- Transfers are **not** allowed on one-day courses **or** courses of 12 hours or fewer **or** courses that end after fewer than 10 business days (including the first scheduled day of class) unless a written request to transfer is received by the Student Service Centre 10 days before the start of the course.

Withdrawals

- To withdraw from a course without academic penalty (a failing grade), you must officially withdraw before 60% of the scheduled classes/meetings are held. If you stop attending your course without officially withdrawing, you will receive a failing grade that will be recorded on your grade report, and you will **not** receive a refund of fees.
- To officially withdraw, you must email your request to withdraw to cereg@georgebrown.ca. Please include your name, your student ID number, the class section course registration number (CRN) and the reason for withdrawal. Alternatively, you can withdraw in person at any Student Service Centre.
- To learn about withdrawing from a module in any of our Technical Training certificate programs, visit coned.georgebrown.ca/withdrawals.

How to Fill Out the Registration Form

Typical Course Profile

- Each course page heading contains the following information:

Course Name	Speaking with Confidence	GHUM 1114
Course Code		

- Each available class section will be displayed as a table, containing the following fields:

CRN (Course Reference Number)	CRN: 582542
Course Start and End Dates	Dates: 04 Jul 2018 - 22 Aug 2018
Fee	Hours: 42 Fee: \$339
	Day(s): M & W Time: 6:30 - 9:30 p.m. Building: SJA Room: TBA
	<input type="button" value="REGISTER NOW"/>

- Use the previous values to fill out the following fields:

1	5 8 2 5 4 2	G H U M 1 1 1 4	0 4 7 2 0 1 8
	CRN (Course Reference Number)	Course Code	Course Start Date
	Speaking with Confidence		2 2 A U G 2 0 1 8
	Course Name	\$ 339	Course End Date
		Fee	