

# Part-time Registration Form

## Student Information:

Last Name		First Name	
Mailing Address			
City		Prov.	Postal Code
Home Telephone		Business Telephone	
E-mail			
Date of Birth		Student Number	
Country of Origin		Social Insurance Number	

(collected for income tax purposes)

Canadian Citizen     Landed Immigrant     Refugee Claimant    **Gender Identity:**  Female     Male

Student Visa     Aboriginal Ancestry     Other     Another Gender Identity     Decline to Answer  
(This may include Aboriginal Two Spirit, Transgender and other)

## Course Information:

Program Name: \_\_\_\_\_

Course Name	Course Code	Section ID	Start Date	Time	Fee	Location (N, E, D)

Legend: N - Notre Dame Campus, E - Exchange District Campus, D - Distance Delivery

If you are requesting to be registered by someone other than yourself (spouse, parent, etc) please sign and date below:

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment:     Cheque     Mastercard     VISA

Credit Card #	Exp. Date	Total Fee \$
Cardholder Signature		

### Tuition Fees:

- Tuition fees must be paid at time of registration.
- You can register anytime but it is best to register at least seven days before the course start dates to ensure a seat in your requested course.

### Refund Policy:

**In Class:** Partial refunds are available for courses (17 hours or more) up to the day before the start of the second class. For workshops (16 hours or less), partial refunds are available 8 days prior to the first class.

Request to drop your course must be submitted in writing. Go to [rrc.ca](http://rrc.ca) for a form (online and printable version) or you can submit your request by email to [cde@rrc.ca](mailto:cde@rrc.ca).  
**Distance Delivery:** Partial refunds are available if request is made within 10 days from the start of course.

### School of Continuing Education

C116 - 2055 Notre Dame Ave.  
Winnipeg, MB R3H 0J9  
Tel: 204.694.1789 Fax: 204.633.6489  
Toll-free: 1.866.242.7073  
Web Site: [rrc.ca/coned](http://rrc.ca/coned)  
E-mail: [cde@rrc.ca](mailto:cde@rrc.ca)

Information collected will be used by the College for registration, financial, and communication purposes (including phone, email, and written correspondence) as well as for statistical and reporting activities. It is collected under authority of Manitoba's Colleges Act and in compliance with Freedom of Information and Protection of Privacy Act.