



CONTINUING EDUCATION

REGISTRATION FORM

PLEASE COMPLETE THE FOLLOWING INFORMATION: (SEE THE REVERSE SIDE FOR DETAILS REGARDING FOIP)

HAVE YOU PREVIOUSLY ATTENDED OR APPLIED TO NAIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAIT STUDENT I.D. NUMBER	DO YOU REQUIRE DISABILITY RELATED SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO	GENDER <input type="checkbox"/> M <input type="checkbox"/> F
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FAMILY LAST NAME	FIRST NAME (legal)	MIDDLE NAME (legal)
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FORMER FAMILY LAST NAME (if applicable)	PERMANENT ADDRESS	CITY/PROVINCE	POSTAL CODE
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HOME TELEPHONE	BUSINESS TELEPHONE	CELL PHONE
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DATE OF BIRTH (MM/DD/YY)	ALBERTA STUDENT NUMBER	EMAIL ADDRESS
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IF YOU WISH TO DECLARE THAT YOU ARE OF ABORIGINAL ANCESTRY WITHIN THE MEANING OF THE CONSTITUTION ACT OF 1982, INDICATE:

Status Indian Non-Status Indian Metis Inuit

MILITARY STATUS (if applicable) <input type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Reserves	CITIZENSHIP <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit (visa) <input type="checkbox"/> Canadian Citizen	COUNTRY OF ORIGIN	DATE OF ENTRY INTO CANADA (MM/DD/YY)
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COURSE/PROGRAM REQUESTED:	COURSE/PROGRAM NAME	COURSE/PROGRAM NUMBER	CAMPUS	START DATE			TIME	\$ TUITION FEE
				YEAR	MONTH	DAY		
							\$ SUBTOTAL	

NOTE: SOME COURSES HAVE ADDITIONAL FEES THAT ARE PAYABLE UPON REGISTRATION (NAIT STUDENT ASSOCIATION, MATERIALS, BOOKS & SUPPLIES)

+ GST (if applicable) \$ TOTAL

In order to guarantee your place in the course(s), please register **online** (See www.nait.ca/9013.htm for registration checklist) or by **phone**: 780.471.6248. If you use this form, it may take up to 48 hours to complete your registration.

Upon registration, you will receive an electronic notification and payment is due immediately. Payment can be made in the form of credit card, debit card or cash. Please register by phone, in person, or online through our NAIT student portal. Failure to pay within 48 hours of registration may result in you being dropped from your course.

IT'S EASY TO REGISTER

PHONE:
780.471.6248 or
TOLL FREE 1.877.333.6248

FAX:
780.471.8490

ONLINE:
www.nait.ca/ConEd

IN PERSON:
Registrar's Office
11762 - 106 St. Edmonton AB

MAIL: Registrar's Office
11762 - 106 St. Suite 1000
Edmonton AB T5G 3H1

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:**

The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act. Upon admission, this information will form part of your student record and will be used for operational activities of the Institution and for statistical purposes. It may be disclosed to Statistics Canada to comply with the Statistics Act (Canada) and to Alberta Advanced Education and Career Development for statistical, funding, policy development, planning and research purposes. Certain personal information will also be disclosed, by agreement to the NAIT student Association (NAITSA) and the Alumni Relations Office for the purposes of membership services; to Campus Sport & Wellness to monitor your eligibility to participate in NAIT intercollegiate Athletics and to the Financial Aid Officer for the nomination of awards and scholarships. The provisions of the Alberta Freedom of Information and Protection of Privacy Act protect this personal information. If you have any questions about the collection or use of this information, contact the Office of the Registrar, Suite 1000, 11762 - 106 Street NW, Edmonton, AB T5G 3H1, Phone: 780.471.6248

COURSE WITHDRAWALS, TRANSFERS & CANCELLATIONS - EFFECTIVE JULY 1, 2009

Students are responsible for formally withdrawing from courses they no longer wish to attend. Students can either withdraw online through MyNAIT Student Portal at www.nait.ca/mynait or fill out a Continuing Education Course Withdrawal form that is located on eForms at www.nait.ca/eforms.

Face-to-Face Classroom + Online Delivery/eLearning Course Withdrawals

This procedure is for courses that have a set start and end date.

Before Class Starts

Students must withdraw from a course at least three (3) full calendar days prior to course commencement to receive a full refund less a \$50 administrative fee.

Exceptions are noted as follows:

Courses with a \$500 non-refundable deposit: A full refund less deposit will be granted if the student withdraws from the course at least seven calendar days prior to course commencement.

Programs with a \$250 non-refundable deposit: A full refund less deposit will be granted if the student withdraws from a full-time program up to fourteen calendar days from course commencement.

After Class Starts

Students are required to fill out a Continuing Education Course Withdrawal Form if they are no longer attending class or are withdrawing from a course. Students are not entitled to any portion of a refund. If students do not provide written notification of a course withdrawal, a failing grade will be recorded on their record.

Distance (Self-Paced and Independent Study) Course Withdrawals

This procedure is for continuous intake Correspondence and Computer-Based Learning courses.

Students are required to complete a Continuing Education Course Withdrawal Form if they are withdrawing from a course.

A full refund less \$75 administrative fee will be issued if a written request to withdraw or transfer from the course is received up to fourteen calendar days from either the scheduled start date or the start date as indicated in your Welcome Letter.

Students are not entitled to any portion of a refund after fourteen calendar days. If students do not provide written notification of a course withdrawal, a failing grade will be recorded on their record.

Course Transfers

Continuing Education students are only permitted to transfer to Continuing Education courses. To transfer out of a course in progress, a request must be made prior to the third scheduled class. The exception to this is courses 20 hours or less in length where transfers must occur 2 full calendar days prior to course commencement. Transfers into a course in progress can only be accommodated prior to the second scheduled class, space permitting.

Any tuition difference and \$50 transfer fee must be paid at the time of course transfer.

Course transfers from one academic year to another will not be granted.

Course Cancellations

NAIT reserves the right to cancel courses due to operational requirements. Every effort will be made to contact students by phone or email. In such cases, a full refund will be provided.

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