



# 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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SOCIAL INSURANCE NUMBER	ALBERTA STUDENT NUMBER	EMAIL ADDRESS
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DATE OF BIRTH (MM/DD/YY)	IF YOU WISH TO DECLARE THAT YOU ARE OF ABORIGINAL ANCESTRY WITHIN THE MEANING OF THE CONSTITUTION ACT OF 1982, INDICATE: <input type="checkbox"/> Status Indian <input type="checkbox"/> Non-Status Indian <input type="checkbox"/> Bill C-31 <input type="checkbox"/> Metis <input type="checkbox"/> Inuit
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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 NAME	COURSE / PROGRAM NUMBER	CAMPUS	START DATE			TIME	\$ TUITION FEE
			YEAR	MONTH	DAY		
						\$ SUBTOTAL	

+GST (if applicable) TOTAL

**PAYMENT INFORMATION:**

- Applications are accepted on a first come, first served basis provided that the application is complete, prerequisites met and full fee submitted
- All registrations by PHONE or FAX must be paid by VISA, MASTERCARD, AMERICAN EXPRESS
- If paying by Company Purchase Order, you must have your company authorization with you to provide to the Registrar's Office when you enrol
- ONLINE registrations must be paid by VISA, MASTERCARD or AMERICAN EXPRESS

Payment: \$ \_\_\_\_\_ course fees +GST (if applicable)

Please check one:  VISA  Master Card  American Express  Cheque (must accompany application)

Credit Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Card Holder Name \_\_\_\_\_ Signature \_\_\_\_\_

Company Purchase Order (please attach purchase order or authorization to invoice)  
P.O. # \_\_\_\_\_ Address \_\_\_\_\_

Company Name \_\_\_\_\_

Company Telephone \_\_\_\_\_ Contact Person \_\_\_\_\_

**IT'S EASY  
TO REGISTER**

**PHONE:**  
780.471.6248 or  
toll free 1.800.661.4077

**FAX:**  
780.471.8490

**ONLINE:**  
www.nait.ca/  
ContinuingEducation

**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

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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 at Suite 1000, 11762 - 106 Street NW, Edmonton, AB T5G 3H1, Phone: 780.471.6248.

## COURSE CANCELLATION

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In the event a course is cancelled, a full refund will be issued automatically unless the Registrar's Office is advised of your desire to transfer to another course. NAIT reserves the right to cancel any course in which the minimum registration is not achieved, and to make any changes in course content as circumstances may require. Every effort will be made to advise students by phone or email of cancellations before commencement date.

## POLICY

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### Course Registration

- Prior to 1st class when mandatory attendance is required
- Prior to 2nd scheduled class, space permitting

### Payment Deadlines

- Full payment of all fees or a deposit (if applicable) is required upon registration
- Non-payment or partial payment will result in registration cancellation (unless deposit is applicable)

### Course Transfer Deadline

- Prior to 3rd scheduled class, space permitting
- Two days prior to course commencement for courses of 18 hours or less and full day seminars of 5 days or less
- Any tuition difference and applicable transfer fees to be paid at the time of course transfer
- Non-payment of tuition difference and applicable transfer fees will result in registration cancellation
- Course transfers from one academic year to another cannot be granted

### Course Withdrawal & Refund

- a full refund less administrative fee is only available for withdrawal 3 full calendar days prior to course commencement
- less than 3 full calendar days prior to course commencement: no refund of fees but transfer is available (as stated under Course Transfer Deadline) Transfer administration fee applies

### Distance Courses

- Application for a refund for a distance course must be received by NAIT Continuing Education in writing by letter or email (training@nait.ca) within two weeks of materials issued
- All materials must be returned in resalable condition before any refund approval will be granted
- The tuition fee less a \$75.00 administration fee will be credited to the student's account

**NOTE: Students must inform the Registrar's Office by the deadline and in writing to be eligible for a refund or course/section transfer. Non-attendance is not a formal request. All transactions (course withdrawals/course transfers) will be subject to a \$50.00 administrative fee.**

REVISED: OCTOBER 2007

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