

REGISTRATION CONTRACT

1455 de Maisonneuve Blvd. West, Montreal, Quebec H3G 1M8
Tel: 514-848-3600 Fax: 514-848-2806

website: concordia.ca/cce
email: cce@concordia.ca

STUDENT INFORMATION (Please Print)				CONCORDIA STUDENT ID
FAMILY NAME			FIRST NAME	
EMAIL ADDRESS			PHONE NUMBER	
YEAR MONTH DAY	<input type="checkbox"/> Male	<input type="checkbox"/> Female	First application to study at Concordia University? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Citizenship:		Your Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Work Permit <input type="checkbox"/> Visitor <input type="checkbox"/> Other: (specify)		
STREET NUMBER	STREET NAME			APARTMENT
CITY			PROVINCE/STATE	
COUNTRY			POSTAL/ZIP CODE	

EMPLOYER INFORMATION (Please Print)	
EMPLOYER NAME	NEQ
EMPLOYER ADDRESS	POSTAL/ZIP CODE
MY EMPLOYER IS A PUBLIC OR PARAPUBLIC INSTITUTION	<input type="checkbox"/> YES <input type="checkbox"/> NO

For which Year and term are you registering?	Year	<input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	
COURSE TITLE	COURSE CODE/SEC	DAY/TIME	TUITION
TOTAL TUITION			(=)
SCALE AI DISCOUNT (50% of Total Tuition)			(-)
TOTAL AMOUNT DUE: Full payment must be made, upon receipt of your enrolment confirmation			(=)

Withdrawal and Tuition Refund Policy:

Once you have signed this contract, you are responsible for the full amount unless the following refund policy applies. Students may drop a course or swap (*drop/enroll*) a course on-line through the MyConcordia Portal or by writing to the Centre for Continuing Education. Non-attendance of classes does not constitute a course drop and is not subject to a refund of tuition fees. Students may not drop a course after 70% of the course has elapsed. All Application fees, registration fees and required tuition deposits are non-refundable and not transferable.

Refund Policy Specific to Part-Time Courses: Students who drop a course or swap (*drop/enroll*) a course prior to the date of the first scheduled class will receive a full tuition refund, less a \$25 tuition penalty per course. Students who drop a course or swap a course will be refunded 50% of the course tuition providing not more than 10% of the course hours have elapsed. Students who drop a course or swap a course after the above noted deadlines are not eligible for a refund.

All contracts are subject to revision for adjustment of errors. All fees are subject to change without prior notice.

The University reserves the right to cancel any course, workshop or program due to insufficient registration.

In signing this contract I agree to the following conditions:

- I agree that I will be bound by and undertake to observe the rules, regulations and policies in place at the Centre for Continuing Education, at Concordia University, including those policies contained in the Academic Calendar and those printed on this Application Contract.
- I agree that CCE may share my information with Scale AI, MTESS and any relevant Quebec government authorities.
- I certify that I have not received (and will not receive) any other federal, provincial or municipal financial assistance to take this course.

DATE	SIGNATURE
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