

Registration procedures

PART-TIME FRENCH CONVERSATION PROGRAM

- You may register in-person, by mail/courier or by fax.
- You must complete the registration contract and indicate the year/term for which you are registering. A \$25 (non-refundable) registration fee applies to all registration contracts received and processed.
- First-time students to the French Conversation Program must register using the attached Registration Contract. An in-person French placement test will be required to determine the appropriate course level. Once the registration has been processed, the exact date and time of the in-person placement test will be confirmed by email.
- Returning program students with a Concordia netname may enroll on-line through the Myconcordia.ca portal. The \$25.00 registration fee is waived for returning program students who enroll on-line.
- Once the Centre has processed your registration contract you will receive an e-mail message confirming your course enrollment.
- You can verify the status of your course registration on-line via the MyConcordia.ca portal at www.myconcordia.ca under the My Student Centre link. Please note that if you have not already activated your netname, you will have to do so before logging into the MyConcordia.ca portal. Activating your netname needs to be done one time only.
- Immigration Quebec regulations require that all international students be covered by a health insurance plan that meets government standards, while living in Quebec. In keeping with government directives, Concordia University has adopted a health and accident insurance plan for Concordia international students. International students who are enrolled part-time in Continuing Education courses (less than 140 course hours per academic term) will not be required to participate in the Concordia Health Insurance plan. It is the responsibility of students to ensure that they have valid health insurance coverage during their part-time studies at the Centre for Continuing Education.
- All fees must be paid in full at the time of registration.
- Payment can be made by debit card, MasterCard, Visa, Discover Card, American Express, certified cheque or money order. Unfortunately, we cannot accept personal cheques or cash. All fees are payable in Canadian funds.
- Students are permitted to register late depending on the availability of courses. Registrations are NOT accepted after the second scheduled class.

IMPORTANT

YOU NEED TO REGISTER EARLY!

THE CENTRE FOR CONTINUING EDUCATION WILL CANCEL COURSES DUE TO INSUFFICIENT REGISTRATION.

DECISIONS TO CANCEL ARE MADE ONE WEEK PRIOR TO THE COURSE START DATE.

IF YOU WAIT UNTIL THE LAST MINUTE TO REGISTER, THE COURSE MAY BE CANCELLED.

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

website: concordia.ca/conted
email: celi@concordia.ca

STUDENT INFORMATION <i>(Please Print)</i>			STUDENT NUMBER
FAMILY NAME		FIRST NAME	
Date of Birth 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	
Your Country of 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)	
MOTHER TONGUE (First Language)		LANGUAGE SPOKEN AT HOME	
STREET NUMBER	STREET NAME	APARTMENT	
CITY		PROVINCE/STATE	
COUNTRY	POSTAL/ZIP CODE	TELEPHONE NUMBER	
EMAIL ADDRESS		CELLPHONE NUMBER	
For which Year and term are you registering? Year: <input type="text"/> <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER			
Have you studied in the French Conversation Program at Continuing Education? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If NO, you will be required to write an in-person placement test.		If YES, what level have you completed? <input type="text"/>	
COURSE	DAY(S)	TIME	TUITION
			\$ 535.00
REGISTRATION FEE <i>(non-refundable)</i>			(+) \$ 25.00
TOTAL AMOUNT DUE <i>Full payment must accompany this Registration Contract</i>			(=) \$ 560.00
New Students to the program are required to complete an in-person placement test.			
Select the placement test schedule you prefer: <input type="checkbox"/> Tuesday 13:00 to 14:30 <input type="checkbox"/> Wednesday 17:30 to 19:00 <i>The date and time of your placement test will be confirmed by email.</i>			
International Students enrolled in 140 course hours or more in a term must purchase health insurance from Concordia University.			

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. The application fee and registration fee are non-refundable. 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, seminar or program due to insufficient registration.

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.

DATE	SIGNATURE
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PAYMENT METHOD <i>(Cash and Personal Cheques are <u>NOT</u> accepted)</i>		AMOUNT: \$
<input type="checkbox"/>  <i>(in person only)</i>	<input type="checkbox"/>  <i>(Payable to Concordia University)</i>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 
CREDIT CARD NUMBER		EXPIRY DATE (MONTH/YEAR)
DATE	NAME AS IT APPEARS ON THE CREDIT CARD	CARDHOLDER'S SIGNATURE