

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

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

STUDENT INFORMATION <i>(Please Print)</i>				STUDENT NUMBER
FAMILY NAME			FIRST NAME	
Date of Birth	YEAR MONTH DAY	Gender	☐ Female ☐ Male ☐ Non-binary	
First application to study at Concordia University? ☐ Yes ☐ No				
Your Country of Citizenship:		Your Status in Canada: ☐ Canadian Citizen ☐ Permanent Resident ☐ Study Permit ☐ Work Permit ☐ Visitor ☐ 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:	☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER	
COURSE/PROGRAM TITLE		COURSE CODE/SEC	DAY/TIME	TUITION
TOTAL TUITION				(=)

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 their Student Centre 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, registration fee and late 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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