

APPLICATION FOR ADMISSION/REGISTRATION

The personal information requested on this form is collected under the authority of the Post-secondary Learning Act and Section 33 (c) of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purposes of admission, registration, issuing income tax receipts, scholarships and awards, convocating, sending educational information, and for College research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Learning to meet reporting requirements; Alberta Human Resources and Employment for determining and monitoring student eligibility to their services; to work experience and practicum sites in order to set up appropriate placements; to the Students' Association for the purposes of membership, fee collection, and contacting students; and to the Alumni Association for the purposes of membership and information sharing. For information about the collection and use of this information, contact the Registrar at 10215 – 108 Street, Edmonton, AB, T5J 1L6, telephone (780) 644-6000.

Program/Course applying for _____				
Location _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Program <input type="checkbox"/> Extensions <input type="checkbox"/> Inservice <input type="checkbox"/> Contract				
How did you hear of NorQuest College <input type="checkbox"/> Newspaper <input type="checkbox"/> Yellow Pages <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Canadian Education Centre				
<input type="checkbox"/> Counsellor <input type="checkbox"/> Agency <input type="checkbox"/> Career Fair <input type="checkbox"/> Grad <input type="checkbox"/> Website <input type="checkbox"/> NorQuest Calendar <input type="checkbox"/> ED media <input type="checkbox"/> Other _____				
PERSONAL INFORMATION		Social Insurance No. _____		Student ID _____
_____ Last Name		_____ First Name		_____ Middle Name
_____ Maiden Name		_____ Commonly Used First Name		_____ Previously Used Surname
Date of Birth _____ D/M/Y	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single	<input type="checkbox"/> Other _____ Please specify	
Mailing Address _____				
_____ Street Address		_____ City/Town	_____ Province	_____ Postal Code
Phone _____ Home _____ Work _____ Cell _____		E-mail _____		
Citizenship <input type="checkbox"/> Canadian <input type="checkbox"/> Child of Canadian Citizen		<input type="checkbox"/> Landed Immigrant	<input type="checkbox"/> Student Visa	Expiry date: _____ D/M/Y (Mandatory if Student Visa checked)
Country of Citizenship _____		Country of Origin _____	First Language _____	
Do you have any dependant children (ages 0-17) <input type="checkbox"/> Yes <input type="checkbox"/> No		How many? _____		
Emergency/Alternate Contact _____				
_____ Last Name		_____ First Name	_____ Phone Number	
EDUCATIONAL INFORMATION		Have you previously applied to or attended AVC/NorQuest College? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Alberta Education ID No. _____		Highest Grade Completed _____	Year _____	
School Name _____		Location _____	Transcript supplied? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Post-Secondary College _____	Year _____	University _____	Year _____	
Technical _____	Year _____	Apprenticeship _____	Year _____	
Degree/Certification Attained _____				
Learning Support Services assistance required for <input type="checkbox"/> Medical (please specify) _____		<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disabilities
		<input type="checkbox"/> Other (please specify) _____		
FINANCIAL INFORMATION Are you currently receiving support from any of the following sources? <input type="checkbox"/> No <input type="checkbox"/> Yes, (If yes, check one of the following)				
<input type="checkbox"/> EI <input type="checkbox"/> Band (Social Services) <input type="checkbox"/> Income Supports (Social Services) <input type="checkbox"/> WCB <input type="checkbox"/> AISH <input type="checkbox"/> Student loan/Grant <input type="checkbox"/> Other				
Agency Contact Name _____		Office/Branch _____		
Will you require financial assistance while in school? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Last year's main activity <input type="checkbox"/> Student		<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	
Last year's residence <input type="checkbox"/> Alberta		<input type="checkbox"/> Other Province	<input type="checkbox"/> Outside Canada	
ABORIGINAL STATUS If you wish to declare that you are an Aboriginal person, please specify:				
<input type="checkbox"/> Status Indian/First Nations <input type="checkbox"/> Non-Status Indian/First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit				

Declaration: I hereby certify that all the information given on this application is true and complete. I understand that any misrepresentation on my part may result in cancellation of my admission or registered status. If admitted, I shall comply with the rules and regulations of the College and agree to any penalty assessed for non-compliance with the same.

Signature

Date

For Office Use Only				
_____ Program Code	_____ Course Code	_____ Program/Course Start Date	_____ Student Start Date	_____ End Date
Day(s) of Course				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	Course Times _____		
_____ Test Date	_____ Test Time	_____ Test Room	_____ Sponsor	
_____ Application Fee	_____ Tuition	_____ Student Association	_____ Books	_____ CPS _____ PPS _____ GST _____ Other
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard				
_____ Card Number	_____ Cardholder Name	_____ Expiry Date		

APPLICATION FEE

You must pay a non-refundable \$35 application fee if you are applying for the first time or reapplying after an absence from NorQuest College of one or more years. International students pay a non-refundable application fee of \$100. Programs/courses of 30 hours or less in duration, full day seminars of five days or fewer and federally funded programs will be exempt.

METHODS OF PAYMENT

You may pay your fees by mail, phone, or in person at the Cashier in the Information Centre on the main floor, using cash (in person only), debit card, cheque, or money order made payable to NorQuest College, Visa or MasterCard.

Students Finance Notice of Assessment- If you are eligible for assistance through the Skills Development Program you will receive a Notice of Assessment from Students Finance. Grant cheques will be made available prior to registration. Book costs will be included in the first cheque. Tuition and Student Association fees will be paid directly to the College by Students Finance.

Sponsorship letter- The agency sponsoring you must send a letter of confirmation. Make sure the agency sends, or faxes, the letter directly to the Cashier's Office. If the Cashier's Office does not receive a letter of confirmation by the application deadline indicated in the acceptance letter, you are responsible for payment of tuition fees. A full refund will be issued when NorQuest College receives the tuition payment from the sponsoring agency.

Loans – To process a loan, present all copies of your Certificate of Eligibility to the Student Aid Officer. Bring in these forms as soon as you receive them.

DEPOSITS

Some programs and courses require you to pay a non-refundable, non-transferable deposit by the date stated in the acceptance letter. If the deposit is not paid, the College will withdraw the offer of acceptance. This deposit will be applied to your tuition fee.

OUTSTANDING ACCOUNTS

An outstanding account for any College fee gives the College the right to withdraw you from the program or course you are attending. Registration will be denied in future and the student will not have access to mark statements, transcripts and certificates.

RECEIPTS

Tuition receipts will be issued at the time of payment. T2202A forms are issued in February for skills development programs only (ACE, ESL, GED exams are ineligible). Tuition that is less than \$100 is also ineligible. The form lists the amount of tuition that can be claimed and months of full-time and/or part-time attendance. Amounts and months are pro-rated for programs/courses that start and end in different taxation years.

STUDENT ASSOCIATION FEES

Student Association fees will be charged as published in the current NorQuest College calendar. The College, on behalf of the Student Association, collects these fees.

REFUND REQUEST DEADLINES

Students eligible for a refund must apply for it in writing to the Registrar within 30 calendar days of the official withdrawal date.

Official tax receipts must accompany all refund requests. Refund cheques will normally be issued within three weeks of the date on which the request was received. Payments will be issued to the individual or organization that paid the fees.

CANCELLATION OF COURSE BY THE COLLEGE

NorQuest College reserves the right to cancel courses for operational reasons. When the College cancels a course/program, all College fees (including application and administration fees) will be refunded.

STUDENT-INITIATED WITHDRAWALS FROM PROGRAMS

You must notify the College in writing of your intent to withdraw from a program. The official withdrawal date is the date of notification, not the last day of attendance.

If you voluntarily withdraw from a program before the end of the third instructional day, you are eligible to receive a full refund of tuition and the Student Association fee and textbook rental fee less the tuition deposit and supply and services fee and a \$25 administration fee.

If you voluntarily withdraw from a program after the third instructional day but before 20% of the program or semester has passed, whichever is shorter, you are eligible to receive a refund of 75% of tuition less a \$25 administration fee and non-refundable fees which include the tuition deposit, supplies and services fees, Student Association fee, and textbook rental fee. For semesters for which there has been no attendance, there will be a full refund of fees less an administration fee.

STUDENT-INITIATED WITHDRAWALS FROM COURSES, SEMINARS, AND WORKSHOPS

You must notify the College in writing of your intent to withdraw from a course, seminar, or workshop. The official withdrawal date is the date of notification, not the last day of attendance.

Courses thirty (30) hours and over

- If you voluntarily withdraw from a course prior to the second instructional day, you are eligible to receive a refund of 100% of tuition and the Student Association fee and the textbook rental fee less the tuition deposit and supplies and services fees and a \$25 administration fee.
- If you voluntarily withdraw from a course on the second instructional day but before 20% of the course has passed, you are eligible to receive a refund of 75% of tuition less a \$25 administration fee and non-refundable fees which include the tuition deposit, supplies and services fee, Student Association fee, and textbook rental fee.
- For operational reasons, some courses may vary from the normal practice. Students will be advised at the time of registration of any variance from standard policy.

Self-Directed Courses

- For self-directed courses, you have fourteen (14) days from your date of registration to withdraw to be eligible for a refund of 100% of tuition less a \$25 administration fee.

Courses less than thirty (30) hours, Seminars and Workshops

- If you voluntarily withdraw ten (10) calendar days or more before the first day of a scheduled seminar, workshop, or course of less than thirty (30) hours, you may be eligible for a full refund of fees less a \$25 administration fee.
- If you withdraw after this date, you are not normally eligible for a refund.
- For operational reasons, some seminars, workshops, or courses may vary from the normal practice. You will be advised at the time of registration of any variance from standard policy.

STUDENTS WITHDRAWN BY THE COLLEGE FOR VIOLATION OF POLICIES

Students may be withdrawn from the College for reasons associated with attendance, performance, or behaviour. When a student is withdrawn from a course or program by the College, the official date of withdrawal is the date on which the decision is rendered, not the last day of attendance. Students withdrawn by the College for disciplinary reasons are not eligible for a refund.

INTERNATIONAL STUDENTS REFUNDS

International students seeking to withdraw from a program will not be issued a refund until all official copies of the proof of Registration and Fee Payment have been returned. For more information about how to withdraw from a program and receive a refund, see "Refunds" in the International Students section in the current calendar or on the College Website (www.international.norquest.ca).

ALUMNI ASSOCIATION

Once students have completed their program of study, they will be automatically enrolled in the NorQuest College Alumni Association.