

# CONTINUING EDUCATION APPLICATION & REGISTRATION FORM

NIC Staff – Place barcode here

Students must complete all the mandatory information to enrol in a North Island College course. Voluntary Information is listed at the end of this form.

STUDENT NUMBER

## MANDATORY INFORMATION

Last Name		First Name		Middle Initial
Maiden Name or Other Name				
Mailing Address				
Province	Postal Code	Home Phone	Other Phone	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate (yy/mm/dd)	Email Address		
SIN (for income tax purposes)		Sponsoring Organization/Company	P.O. #	
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Landed Immigrant:	<input type="checkbox"/> International Student:		
Country (IMM1000 Documentation Required)		Country		
Emergency Contact Name		Phone Number		
Emergency Contact Name		Phone Number		

Have you registered in a North Island College course before at any campus or centre?  Yes  No

### I wish to register in the following course(s):

Course Code	Course Location	Course Date(s)	Fee
1.			
2.			
3.			
<input type="checkbox"/> Visa	<input type="checkbox"/> AMEX	<input type="checkbox"/> MasterCard	
Card Number		Expiry Date	

Cardholder's Signature

In signing this registration form, I understand that this information along with subsequent information gathered and maintained as part of each student's record is collected under the authority of the College and Institute Act; that information contained in the student records will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act (1992); and that it will be used for purposes of admission, registration, grade notification, issuing income tax receipts, research, awards, sending follow-up educational information, contacting alumni, special events, advising follow-up, and other fundamental activities related to being a member of North Island College community and attending a public post-secondary institution in BC. This includes submission of records for the BC Educational Records Linkage file.

Student Signature Required \_\_\_\_\_ Date \_\_\_\_\_

**Refund Policy:** The College will return tuition to students who apply for a refund after the time of registration and seven (7) calendar days before the start date of the course or program unless stated otherwise.

## VOLUNTARY INFORMATION

Disclosure of the following information is not required; however it will enable the College to advise you of available support services that may meet your specific needs.

First Nations:  Status  Non-Status  Metis  Other

If you are a status band member, in which band are you currently registered? \_\_\_\_\_

Canadian Forces or Reserves, serving or retired members, current or retired civilian employers of DND, their immediate family:  CDNForcesCommunityNetwork

**Sponsored Students Only:** I hereby authorize the release of my attendance records, credentials, and grades in these courses to the sponsoring agency.

Student Signature Required \_\_\_\_\_ Date \_\_\_\_\_ NIC Staff Initial \_\_\_\_\_