



TRADES & TECHNICAL Registration Form

Personal Information

Have you ever attended North Island College? Yes No If yes, NIC student #: _____

Legal last name: _____ First name: _____ Middle name: _____

Former last name, if applicable: _____ Preferred first name: _____

Mailing address: _____ City: _____

Province: _____ Country: _____ Postal code: _____

Home phone: _____ Other phone: _____ Email address: _____

Birthdate: _____ Gender: M F

Emergency contact name: _____ Home phone: _____ Other phone: _____

Canadian Citizen Permanent Resident If permanent resident, country of origin: _____

International student If international student, country of origin: _____

Course Selection(s)

Course code: _____ Course name: _____ Start date (mm/dd/yyyy): _____

Course code: _____ Course name: _____ Start date (mm/dd/yyyy): _____

Course code: _____ Course name: _____ Start date (mm/dd/yyyy): _____

For Sponsored Students Only

Sponsoring organization/company: _____ PO #: _____

I hereby authorize the release of all academic records relating to my admission or education to the sponsoring agency.

Student signature: _____ Date: _____

Voluntary Disclosure

Do you identify as an Indigenous person? Yes No If yes, are you: First Nations Métis Inuit

Do you require additional support services due to a disability or medical condition? Yes No

DECLARATION

Please read the following before signing:

I declare that the information I have submitted on the application is true and correct. Falsifying any document or information submitted will result in the immediate cancellation of admission or registration at the College. I understand that this information along with subsequent information is collected under the authority of the College and Institute Act and section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA). Information collected will be used for the purposes of: admissions, registration, grade notification, income tax receipts, research, awards, alumni contact, special events and other activities consistent with the mandate of the institution. NIC collects, uses, retains and discloses information within the College to carry out its mandate and operations in accordance to Policy 1-01 Freedom of Information and Protection of Privacy. Should you have any questions about the collection of information please contact the FIPPA Analyst located at 2300 Ryan Road, Courtenay, BC, V9N 8N6, or email foipp@nic.bc.ca

Student signature: _____ Date: _____

Payment Options

- **ONLINE BANKING:** Set up "North Island College" as a payee at your financial institution. Your account number is your seven-digit student ID number, without the 'n' (ex: if your student number is n1234567, your account number is 1234567). Note that it can take up to three business days for these payments to be processed.
- **IN PERSON:** NIC accepts in person payments. Student Services is open Monday to Friday 9:00am to 4:00pm. Note: cash payments are limited to \$1200.00 per day.
- **MAIL:** Mail completed registration form to Student Services with payment by cheque with full fees. No post-dated cheques are accepted. To help prevent credit card fraud DO NOT write your credit card information anywhere on this form.
- **EMAIL:** Save this completed form before sending (otherwise it will be blank). Email the completed form to forms@nic.bc.ca. An North Island College representative will contact you.

Questions? Please call 1-800-715-0914

Last modified: Jan 5, 2023