



COURSE REGISTRATION FORM

Name: _____ Male Female
(First) (Last) *Legal Name is required

Address: _____

Postal Code: _____ Birthdate (dd/mm/yy): _____

Telephone (home): _____ (cell/bus.): _____

E-mail: _____

CRN	Course Name	Tuition Fee
Total \$		_____

Payment by:

CHEQUE (payable to Douglas College)

VISA _____ Expiry: _____

MASTERCARD _____ Expiry: _____

If registering by mail, please send this form along with payment to:

Douglas College Continuing Education Registration

PO Box 2503, New Westminster, BC V3L 5B2

Or fax to 604-527-5696 (VISA or MasterCard only).

Telephone Registration: 604-527-5472

Refund Policy: Full refunds will be issued if the College cancels a course.

Refunds are available to persons who request a withdrawal or transfer more than three working days (72 hours) before the start of the course. A \$15.00 processing fee will be charged for each course withdrawal. No refund will be issued if course fees or the refund amount is less than \$15.00. There are no refunds or transfers on home study courses.

The above refund policy does not apply to all courses and programs. If your course or program has a different refund policy, it will be printed on your receipt.

In the event of a labour dispute, courses cancelled by the College will be refunded on a pro-rated basis depending on the number of classes scheduled before the labour dispute began.