

WHO CAN TAKE COURSES AT REGENT Students with an accredited bachelor's degree may take courses for graduate credit or for audit. Those who have not yet been admitted to the College may take up to 6 credit hours of courses per term as unclassified students, up to a maximum of 12 credit hours overall, before needing to be admitted. Those who do not have an accredited bachelor's degree may take most courses for audit if they are at least 23 years of age, and may take courses for credit if they are at least 30 years of age.

HOW TO REGISTER Please remove the centre sheet from this booklet and complete the *Registration Form* to register for on-campus courses only. All students are strongly advised to register as early as possible to increase the chance of getting the courses they want. Several courses have limited enrollment due to the nature of their content, but all enrollment is limited by the capacity of the classrooms, and all courses will be filled on a first come, first served basis. Note that *Registration Forms* will begin to be processed mid-February.

Registration for INDS 525 *Technology, Wilderness and Creation* and INDS 535 *Food: Communion, Community and Creation* will open on February 3, 2010 and will require a special course registration form, made available on-line under Academic Info, Schedules and Forms, and in the Student Services Lobby starting on that date only. Both courses have a food and supply fee of \$400. Class lists will be confirmed by March 5, 2010, and students who have been admitted to the courses will then be required to complete and submit additional medical and liability release forms.

HOW TO COMPLETE THE REGISTRATION FORM

(Incomplete forms may delay registration.)

1. **Personal Information:** Please fill this section in completely. Personal information is collected pursuant to Regent College's Privacy Policy (available at www.regent-college.edu/policies/privacy). Our purpose in collecting personal information is to serve students in such areas as providing educational services (e.g., providing e-mail addresses to faculty and their teaching assistants (TAs) solely for course-related communication), processing financial transactions, facilitating student discounts with the University of British Columbia, generating statistical information for external bodies as required by law or our accrediting bodies, and maintaining relationships with alumni and former students. We will never collect or disseminate private information in an unlawful manner. Students with concerns regarding the personal information being requested should contact the Registrar.
2. Fill in the course number and title, and the number of credit or audit hours you are taking the course for. Note that **credit** means you will complete all assignments and will be graded; **audit** means you will attend the class for personal enrichment only and will not be graded. If auditing a course, you register for the least number of hours for which the course is offered.

3. Sign and date the registration form. By doing so, you will automatically be assigned a Regent Web Login, if you don't already have one. You will receive e-mail notification that your account has been activated approximately one week after your registration form has been processed.
4. **Tuition Discounts:** On the back of the *Registration Form* is an application for tuition discounts. Complete this if you wish to apply for any of the discounts described there.
5. Submit a completed registration form together with a \$100 deposit to Student Services. This deposit will be applied to the tuition of the last course that you are taking in the summer term. When you register, a \$35 non-refundable registration fee will be charged to your account.
6. Signed registration forms may be submitted by mail or in person. If the \$100 deposit is paid by credit card, you may also fax your form to us or scan it into an e-mail attachment to studentservices@regent-college.edu. Registration for a course must be received in our office before the first class of the course to avoid the \$50 late registration fee.
7. After your registration form has been processed, a registration statement will be mailed to you, showing a record of charges and the balance on your student account. Once registered, you are responsible for paying the tuition fees for a course before attending its first class. Students paying after this date will be assessed a \$50 late payment fee.
8. Students who wish to make changes to their registration may do so by submitting a *Summer Term Course Change Form*. Please refer to the course change and refund policies section of the *Student Contract* for further details (p.4).

STUDY PERMITS A study permit is not necessary for students whose course of studies lasts six months or less (e.g., if you are coming for summer term courses only). Students planning to stay longer than six months must obtain a study permit from Immigration Canada (current fee is \$125) in order to study at Regent College, whether for credit or audit. Citizens and Resident Aliens of the United States may obtain a study permit at a Canadian port of entry; all other international students must obtain one from the Canadian Consulate in their country of citizenship.

Upon registration, Regent will send all students from outside of Canada a letter of registration verification which they will need to present to the appropriate Canadian immigration authority in case they do need to secure a Study Permit. Please note: whether or not you need a Study Permit is at the discretion of the Immigration Officers. For further information, and to download study permit application packages, see the Government of Canada website www.cic.gc.ca.

ANSWERS TO QUESTIONS Any general inquiries can be made at the Student Services Desk or by e-mail to studentservices@regent-college.edu. Specific registration questions may be directed to registration@regent-college.edu, student account questions to finaid@regent-college.edu, and academic advising questions to registrar@regent-college.edu. Academic advising appointments can be made by phone or in person at the Student Services Desk.

Student ID Birth date mm/dd/yy Last/Surname

First/Given name(s) Middle name Maiden/Former name

Salutation: Mr. Ms. other _____ Gender: M F

Friends call me

Mailing Address Postal/Zip Code

Home Phone Home E-mail

Denomination Occupation Ethnic Origin Citizenship

Marital Status Spouse's Name

If you have not been admitted to Regent College (even if you have taken courses before), list previous degrees or highest level of education attained.

Do not use this registration form to request INDS 525 *Technology, Wilderness and Creation* or INDS 535 *Food: Communion, Community and Creation*. See special registration instructions on the first page of the registration materials under **HOW TO REGISTER**.

COURSE #	COURSE TITLE	# OF CREDIT HOURS	# OF AUDIT HOURS	RATE \$ PER HOUR	COST
				\$	\$
				\$	\$
				\$	\$
				\$	\$

By signing below, I declare that: (i) The information I have given above is complete and accurate; (ii) I have read the policies on the *Summer Term 2010 Student Contract*, pp.3–4, and agree to abide by them while studying at Regent College; (iii) I consent to Regent College collecting my personal information and disclosing it to external bodies in a manner consistent with the Regent College Privacy Policy (available at www.regent-college.edu/policies/privacy). In particular, I consent to such disclosure to the University of British Columbia for the purpose of UBC Library access and involvement in the U-Pass program, to the Alma Mater Society for the purpose of AMS membership and involvement in the AMS Health & Dental Plan, to the Vancouver School of Theology and Trinity Western University Libraries for the purpose of membership in their libraries, to Statistics Canada and, where applicable, to the Regent College Foundation; (iv) I acknowledge Regent College's right to amend its Privacy Policy, Registration Form and Student Contract, and that my continued use of Regent Web Login services will be subject to future amendments of those policies.

Student's Signature Date

Authorized Regent Representative's Signature Date

CREDIT CARD PAYMENT For payment by credit card, please **CHECK ONE BOX**

Charge the \$100 deposit now (or the total if less than \$100) and the balance of the tuition and fees for the above courses on May 7, 2010, or the full amount if registering after May 7, 2010.

Charge the \$100 deposit now. I will make other arrangements to pay before my course(s) begin(s).

MC Visa No. _____ Expiring mm/yy

Cardholder Name (please print)

Cardholder Signature

NOTE Please allow three weeks for processing. Also note that *Registration Forms* will begin to be processed mid-February.

Students must be registered before attending classes. Students will not be able to register if they have (i) unpaid library fines or books that have not been returned or renewed by the set deadlines, (ii) monies owing on their student account, (iii) attempted 12 credits and are not admitted to the College, or (iv) attempted 30 credits and are not admitted to a masters program or granted Special Student status. Also, students previously on probation who are returning to the College may be subject to restrictions. Students with extensions may be restricted on how many credits they may take.

5800 University Blvd., Vancouver, BC, V6T 2E4, Canada E-mail: studentervices@regent-college.edu

Regent College is a community of people who have come together for study, worship, and personal growth. This community is identified by its commitment to Jesus Christ and to the Scriptures which make him known. Its will is that each of its members lead an exemplary and honourable life, consistent with and faithful to this revelation. So it is that we seek to love, honour, serve, guide and, where we have failed, to seek to make and be made right with one another. The purpose of the following contract is to identify policies adhered to by each member of the Regent Community and to reinforce the importance of trust and integrity within our community.

FEES Payment of fees for each course is due before the first class session of the course. Fees may be paid by cash, cheque, money order, credit or debit card (Visa, MasterCard or Interac). Students are encouraged to pay early so as to avoid long line-ups and wait times. If paying by credit or debit card, please ensure that your credit limit or your daily withdrawal limit is sufficient to make your payment. Note that if the bank declines your payment, or if you give us an incorrect or illegible number, you may be charged a late payment fee. Students who have registered in a course but have not paid all the tuition for it by the first day of class will be charged a late payment fee of \$50.

1. **Graduated Credit Tuition Fees:** The tuition rate charged will depend on the total number of credits you are enrolled in during the summer term, according to the following schedule: 1–8.9 credits: \$490 per credit hour; 9–11.9 credits: \$460 per credit hour; 12 or more credits: \$425 per credit hour. Tuition rates will be recalculated at the appropriate rate when credits are added or dropped. The tuition discount applies to distance education, thesis, integrative project, and guided study credits registered within the summer term dates.
2. **Audit Tuition Fee:** \$280 per audit hour.
3. **Administrative Fees:** (non-refundable): \$35 registration fee; \$50 late registration/payment fee plus interest charged on any outstanding balance each month thereafter at a rate based on 8.5% per annum; \$10 course drop fee; \$25 failure to submit a course change in writing fee; \$20 dishonoured cheque fee.
4. **Summer U-Pass Fee:** \$107.

IF YOU ARE A RETURNING STUDENT who has paid student fees in either fall 2009 or winter 2010 and you register in a minimum of 3 credit and/or audit hours in spring or summer session, then you are eligible to sign up for the summer U-Pass by completing the *Summer 2010 U-Pass Registration Form* available on-line under Academic Info, Schedules and Forms. If you are a returning student and you register for 6 or more weeks of courses in spring and/or summer session, then the U-Pass fee is mandatory.

IF YOU ARE A NEW STUDENT WHO HAS BEEN ADMITTED IN THE SUMMER 2010 TERM

BY JUNE 30, 2010 and you register for 4 or more credit and/or audit hours, you will be required to pay a UBC AMS fee and the \$107 U-Pass fee. New students admitted by this date who register in 3 credit and/or audit hours have the option of paying the AMS and U-Pass fees. To do so, please complete and submit the *Summer 2010 U-Pass Registration Form* available on-line under Academic Info, Schedules and Forms. Please see the College website for further information about eligibility and registration, also under Academic Info, Schedules and Forms.

COURSE CHANGE & REFUND POLICIES Complete the summer term course change form available on-line under Academic Info, Schedules and Forms and submit it to Student Services. The following deadlines will apply unless otherwise indicated on the course syllabus. In particular, please refer to the syllabi for LANG 550/551, LANG 510/511, INDS 525, INDS 535 and INDS 591 for refund deadlines specific to these courses.

1. **Deadline to receive a 100% refund for dropping a course, reducing the number of credit hours in a course or changing from credit to audit is 4:30pm on the first day of a one-week course, 4:30pm on the second day of a two-week course, and 4:30pm on the third day of a three-week course.**
2. **Deadline to receive a 75% refund for dropping a course, reducing the number of credit hours in a course or changing from credit to audit is 4:30pm on the second day of a one-week course, 4:30pm on the fourth day of a two-week course, and 4:30pm on the sixth day of a three-week course.**
3. **There is no refund of any tuition fees after the 75% refund deadline, but a course may be dropped and credit hours reduced or changed to audit up until 4:30pm on the last day of a course.**

There is a \$10 course drop fee charged each time a change form is submitted.

ACADEMIC POLICIES Students taking courses for academic credit should expect to invest on average 45 hours of work per credit hour. For most courses, major assignments are due 45 days after the last class. Extensions must be requested through the Registrar's Office and will be granted only in cases of demonstrated and unforeseen emergency, and if granted, will be subject to a fee and may be subject to a grade penalty. Please consult the *Regent College Prospectus* and *Academic Catalogue* available on-line at www.regent-college.edu, for admissions policies, program requirements, program duration, appeals, rules of conduct and dismissal, and other academic policies and fees.

HARASSMENT AND DISCRIMINATION POLICY Regent College strives to be an institution free of harassment and discrimination. By signing this contract, you acknowledge you have read and agree to abide by the Regent College Harassment and Discrimination Policy found at www.regent-college.edu/policies/harassment, which may be amended from time to time. Copies of the policy are also available in the Student Services Office, in the lower level of the College.

PLEASE PRINT

Student Name _____ Student ID

PLEASE NOTE THE FOLLOWING:

1. The following benefits may not be used to take audio correspondence courses, nor may credits from audio correspondence courses be used to establish eligibility for the following benefits.
2. Benefits cannot be banked but must be used in the same term as the courses that determine the eligibility.
3. Students applying after the payment due date may be subject to late payment fees. All other fees and policies apply in full. Each benefit incurs a \$35 non-refundable registration fee.
4. These benefits can not be applied to GENR 320, *To See Thee More Clearly: A Calligraphy Workshop*.

Please check (✓) the box beside the benefit for which you are applying and read the instructions carefully.

BRING A FRIEND AUDIT OR CREDIT BENEFIT If a student has taken at least one on-campus course prior to May 2009 (*Student*), then s/he may bring a friend (or two) who has never attended a Regent on-campus course before (*Friend*), and both student and friend may receive a one-third tuition discount on the same summer term course, whether for audit or for credit. This benefit may not be combined with any other benefit and is only available for one Summer Term 2010 course per friend.

We understand that we must both attend the same course in order to maintain eligibility for this benefit as defined above. If either of us does not attend, then we understand that the other person will be subject to paying the full tuition fees and any other fees that may apply for the course(s) for which we received this benefit.

Student's Signature _____ Date

Friend's Signature _____ Date

Friend's Signature _____ Date

GRADUATE 50% AUDIT BENEFIT Students who have graduated from Regent College are eligible to audit on-campus courses at 50% off the regular audit tuition.

Program completed: _____ Year of graduation: _____

SENIORS 50% AUDIT BENEFIT Students who are 65 years of age or older can audit on-campus courses at 50% off the regular audit tuition.

STUDENT 50% AUDIT BENEFIT Students taking a minimum of 9 on-campus credit hours in one term are eligible to audit on-campus courses in the same term at 50% off the regular audit tuition.

I understand that if I do not maintain eligibility for this benefit throughout this term, I will be subject to paying the full audit tuition plus any other fees that may apply.

Student's Signature _____ Student ID _____ Date

SPOUSAL 100% AUDIT BENEFIT If a student (Student #1) is admitted to a program and is already registered for a minimum of 9 on-campus credit hours in a term, then his or her spouse (Student #2) is eligible to audit one course for free tuition during that same term. Only one spouse may receive this tuition benefit at a time, and that spouse may not receive another credit tuition benefit at the same time. The spouse auditing the course (Student #2) should submit this application with a completed registration form.

We understand that if we do not maintain eligibility for this benefit as defined above, Student #2 will be subject to paying the full audit tuition and any other fees that may apply for the course(s) for which he or she received this benefit.

Student #1 Signature _____ Student ID _____ Date

Student #2 Signature _____ Student ID _____ Date

SPOUSAL 50% CREDIT BENEFIT If a student (Student #1) is admitted to a program and is already registered for a minimum of 9 on-campus credit hours in a term, then his or her spouse (Student #2), who must also be admitted to a program, is eligible to take up to the same number of on-campus credit hours at 50% off the regular credit tuition during that same term. Neither Student #1 nor Student #2 may be a recipient of any other form of tuition benefit or financial aid from Regent College while one of them is receiving this benefit. The spouse (Student #2) receiving the benefit should submit this application with a completed registration form.

We understand that if we do not maintain eligibility for this benefit as defined above, Student #2 will be subject to paying the full credit tuition and any other fees that may apply for the course(s) for which he or she received this benefit.

Student #1 Signature _____ Student ID _____ Date

Student #2 Signature _____ Student ID _____ Date