

Registration Form: Audio Courses



Please Note: To avoid delays, please fill in all parts of this form completely.

Today's Date: _____
 Student ID: _____ Birthdate: _____ (mm/dd/yy)
 Social Insurance Number (if you have one; do not write US Social Security Number): _____
 Name: (Family) _____ (First) _____ (Initial) _____
 Salutation: Mr. Mrs. Ms. Miss Other _____ Gender: M F
 Address: (no PO Box if you want materials to be mailed to you) _____
 _____ Postal Code: _____

Phone: (____) _____ E-mail: _____
 Marital Status: _____ Denomination: _____
 Spouse's Name: _____
 Ethnic _____ Origin: _____ Occupation: _____
 _____ Citizenship: _____

Have you ever received mail from Regent College before? Yes No Has your spouse? Yes No
 List previous **degrees** and **institutions** or highest level of education attained: _____
 Would you like your email shared with other students currently taking this course? Yes No
 How would you like to receive your audio course materials?
 pick-up at Regent mail (outside Vancouver, North Vancouver, West Vancouver, Burnaby and Richmond)

Complete the following table for courses you wish to take:
September 1, 2003 – August 31, 2004: \$360 per graduate credit hour (\$240 per CCS credit hour for current CCS students only).
 Fees normally increase every **September 1st**.
All fees are in Canadian dollars, but may be paid in US currency if you wish. See reverse for payment options.

Course #	Course Title	Type of media requested (See Course List for availability)	# Credit Hours	Rate (\$/hour)	Cost

Registration Fee (non-refundable; once per academic term) \$35
 TOTAL _____

Note: Students who are taking audio courses at the same time as on-campus courses (together totalling 4 or more credit or audit hours) will be subject to the Student Association Fee, U-Pass Fee, and the Extended Health Care Fee.

Credit card payment:
 Visa MasterCard
 Credit card #: _____ Expiry Date: _____
 Cardholder Name: _____ Signature: _____

****Please allow 2-3 weeks for registration processing. ****

Audio students have six months from the time they receive course materials to complete the course.
Graduating students for April 2004: All coursework must be submitted by **MARCH 15, 2004**.

Regent College, 5800 University Blvd., Vancouver, B.C. V6T 2E4; **Phone:** 1800-663-8664; (604) 224-3245; **Fax:** (604)224-3097
Information given is protected under the Freedom of Information and Protection of Privacy Act

Please read and sign the following page . . .

Regent College Student Contract: Audio Courses

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:

The following fees are quoted in Canadian dollars. If you wish to pay in US currency, please contact the College for the current exchange rate. Fees are payable by cash, cheque, money order or credit card (Visa or MasterCard).

- 1. Tuition Fees:** September 1, 2003- August 31, 2004: \$360 per graduate credit hour; \$240 per CCS credit hour.
- 2. Service Fees** (non-refundable): \$35 registration fee; \$25 late payment fee with \$10 per month thereafter, (e.g., in the case of an NSF cheque); \$40 course change fee; \$40 course drop fee; \$5 official document replacement fee.
- 3. Fees collected for the Regent College Student Association** (for all students taking 4 or more credit or audit hours who are also studying on-campus): \$100 Student Association Fee + \$187 Health Care Fee (subject to change) + \$92 U-Pass fee. Students taking *only* audio courses are not eligible to be members of the UBC Alma Mater Society, purchase Health Care or the U-Pass. For further information on fees and additional costs, please contact the Registration Office at Regent College.

Course Change and Refund Policies:

All course changes must be made in writing (fax or e-mail is acceptable; include your student number). There is a \$40 course change/drop fee each time changes are requested. If a student wishes to drop an audio course or change to another course after receiving their audio materials, the following policies apply:

- 1. Change Policy:** Course changes may be made within two weeks of receiving audio materials. Changes are not allowed thereafter.
- 2. Drop Policy:** A course may be dropped within two weeks of receiving audio materials for a 100% refund. A course may be dropped within two and four weeks of receiving audio materials for a 75% refund. No refunds are available after this time. A course may be dropped between four and eight weeks of receiving audio materials for no refund; after this time the student is committed to receiving a grade for the course.

****All audio materials must be returned in original condition before a change or refund will be approved.***

Academic Policies:

Please consult the Regent College Prospectus and Academic Catalogue for admissions policies, program requirements, program duration, course start dates, appeals, rules of conduct and dismissal as well as other academic policies.

Sexual Harassment Policy:

Any harassment of a sexual nature is unacceptable at Regent College. Any unwelcome advances, requests for favours, other verbal or physical conduct of a sexual nature constitute sexual harassment when: (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic pursuit; (b) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. A brochure describing the sexual harassment policy in detail can be obtained from Regent College.

I have read these policies and agree to abide by them while studying at Regent College.

Student's Signature

Date

Authorized Regent Representative

Date