GUIDED STUDY CONTRACT

Regent ID          Surname          Given Name          Middle

DEFINITION:
A guided study is a course where you are able to focus on an issue of particular interest under the supervision of one of the full-time faculty of Regent College.

REGISTRATION:
In order to register for a guided study, complete and submit this Guided Study Contract to Reception, together with a Registration/Course Change Form attached below. You should make a copy for your own records. Guided studies may be added up to the end of the third week of the Fall or Winter term. They are not normally offered in the Summer term (note that if an exception is granted so that you can do a guided study in the Summer, you may also be required to pay for the U-Pass for all four Summer months). Guided studies must be completed by the last day of the term in which they are registered. If not completed by this date, you must apply for an extension by the last day of the term in order to complete the guided study.

TERMS:

1. Guided studies are subject to the availability of faculty, and are not normally permitted for regularly scheduled courses. A general title only will appear on your transcript (e.g., “Guided Study: Applied Theology”).

2. Only students who are admitted to Regent College are permitted to take a guided study. The following limits apply: maximum of 1 guided study (1, 2, or 3 credit hours) per term, for a maximum total of 2 guided studies for the GradDipCS, 3 guided studies for the MA in Theological Studies, 4 guided studies for the MDiv, and 1 guided study for the ThM.

3. You are expected to do 45 hours of work per credit hour. Time investment for exams includes preparation time; paper writing is based on the rate of 125 words (one half page) per hour; reading time is based on the rate of 20 pages per hour (including a brief book review or annotated reading list to give evidence of having read the material); and 2 hours of experiential work is equal to 1 hour of study time.

4. Tuition fees are based upon the number of credits for which the guided study is taken, at the same rate as regularly scheduled courses. See the Student Contract accompanying the Registration Form for information about fees and refunds.

5. Although your guided study may involve work outside of Regent College, the College assumes no liability for injury, loss, or damage to you incurred during the course of the guided study, and you agree hereby to hold harmless and fully indemnify Regent College for any injury, loss, or damage occasioned to you or a third party arising from your work in the guided study.
6. The following terms apply to this guided study:

____________________________________________________________________________________

Discipline (e.g. APPL, BIBL, etc)                      Subject of the Guided Study

____________________________________________________________________________________

Professor of Record                 Term and Year                                # credit hrs.

7. On a separate sheet of paper, describe all of the requirements for the guided study and estimate the time investment for each requirement (see item 3 above). For example, include the following:

   Readings (titles and number of pages)
   Activities
   Assignments

8. Contact dates between Professor of Record and the Student (optional):

   1. ____________________  2. ____________________  3. ____________________

9. Completion date: __________________________
   (A guided study must be completed by the last day of the term in which it was registered.)

____________________________________________________________________________________

Signature of Student                  Date

____________________________________________________________________________________

Signature of Professor of Record      Date

____________________________________________________________________________________

Signature of Senior Academic Administrator       Date

FOR OFFICE USE ONLY:

____________________________________________________________________________________

Date of Registration                Course #                                Signature of Registration Official
REGISTRATION/COURSE CHANGE FORM
(Fall Term 2017: September 6, 2017-December 15, 2017)

Please read the attached Registration Information and Student Contract before completing this form.

### FOR RETURNING STUDENTS

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- Male
- Female
- Mr
- Mrs
- Other:
- Maiden / Former Name
- Marital Status
- Date of Birth (Mm/Dd/YYYY) / / 
- Mailing Address
- City, Province/State
- Postal Code
- Country
- Email
- Home Phone
- Mobile
- Citizenship
- Ethnic Origin
- Denomination
- Occupation

List Previous Degrees (or highest level of education attained):

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**Fall 2017 Tuition Fees:** $485 per credit hour; $340 per audit hour

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<th>Office Use</th>
<th>Course # and Section</th>
<th>Course Title</th>
<th># of credit hours</th>
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**FOR OFFICE USE ONLY**

- $35 Registration Fee
- $50 Late Registration/Payment Fee (if registering after September 1, 2017)

Other Fees (see Fees section of Student Contract)

- Student Fees (for 3 or more credit hours): $568.64 (or $336.15 if you have permanently opted out of the AMS Health & Dental Plan)

- For Audit Students Only (registering for 3 audit hours or more): I want to opt in to pay Student Fees
  - YES
  - NO

**FOR OFFICE USE ONLY**

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**Subtotal**

**Registration Deposit** (non-refundable, minimum payment due now): $150 (this amount includes the $35 Registration Fee)

**Total** (Subtotal Tuition and Fees)
By Signing Below, I Declare That:

01/ The information I have given above is complete and accurate;

02/ I have read the policies on the Fall Term 2017 Student Contract and agree to abide by them while studying at Regent College;

03/ I consent to Regent College collecting, using and disclosing my personal information to external bodies in a manner consistent with the Regent College Privacy Policy. In particular, I consent to such disclosure to the University of British Columbia for the purpose of UBC Library access and participation in the U-Pass BC program, to the Alma Mater Society for the purpose of AMS membership and participation 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;

04/ I acknowledge Regent College’s right to amend its Privacy Policy, Registration Form and Student Contract, and that my continued use of Regent Login services will be subject to future amendments of those policies.

☐ I consent to receive email about news, events, publications, educational opportunities, audio & bookstore promotions and other valuable information from Regent College

___________________________________________  ______________________
Signature of Student                              Date

___________________________________________  ______________________
Authorized Regent Representative’s Signature      Date