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 courses for credit if they are at least 28 years of age, and may take most courses for audit if they are at least 23 years of age or have completed at least 50% of the credits required for a 4-year undergraduate degree.

Students must be registered before attending classes. Students will not be able to register if they have: (i) monies owing on their student account; (ii) attempted 12 credits and are not yet admitted to the College, or attempted 30 credits and are not yet admitted to a master’s program or granted Special Student status; (iii) any other holds placed on their student account. Students on academic probation and students with course assignment extensions may be restricted on how many credits they may take.

HOW TO REGISTER Please complete this Registration Form to register for on-campus and Galiano Island 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 (with the exception of Galiano Island courses; see note below). Processing of Registration Forms will begin in late February.

NOTE FOR GALIANO COURSES (INDS 525 and INDS 535) These courses are subject to a special registration process; please see the website for full details. Students will be required to submit additional information and release forms prior to attending either of these courses.

STUDY PERMITS A study permit is not necessary for students whose course of studies is six months or less and if you are not admitted to a program (e.g. if you are coming for Summer term courses only). If you are planning to stay longer than six months or are admitted to a program, you must obtain a study permit from Citizenship and 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 apply online (cis.gc.ca) or at the Canadian Consulate in your country of citizenship. Upon registration, Regent will send all students from outside of Canada a Letter of Registration which they will need to present to the appropriate Canadian immigration authority upon your arrival in Canada. Further information about Study Permits can be found on the Regent College website (www.regent-college.edu/admissions-finance/study-and-work-permits). For more detailed information and to download a study permit application package, see the Government of Canada website (www.cic.gc.ca).

ANSWERS TO QUESTIONS Any general inquiries can be made at the Reception desk or by email to summer@regent-college.edu. Specific registration questions may be directed to registration@regent-college.edu, student account questions to financial.aid@regent-college.edu, and academic advising questions to academic.advising@regent-college.edu. Academic advising appointments can be made online.

HOW TO COMPLETE THE REGISTRATION FORM

01 Personal Information: Please fill in this section completely. Personal information is collected pursuant to Regent College’s Privacy Policy (available at www.regent-college.edu/fine-print/privacy-policy). Our purpose in collecting personal information is to serve students in such areas as providing educational services (e.g., providing email 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 Senior Academic Administrator.

02 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, and you can use credits towards a diploma or degree; 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.

03 Sign and date the Registration Form. In being registered, you will automatically be assigned a Regent ID and a Regent Login, if you do not already have one. You will receive email notification that your Regent Login has been activated within three business days after your Registration Form has been processed (please contact helpdesk@regent-college.edu if you require assistance).

04 Tuition Benefits: Complete the application for tuition benefits (last page of this document) if you wish to apply for any of the benefits described there. To apply for the Bring-A-Friend Benefit, you must submit a separate Bring-A-Friend Benefit Application Form by Friday, May 8, 2015.

05 Submit a completed Registration Form together with a $100 deposit to Regent College Reception. This deposit will be applied to the tuition of the last course that you take in the Summer term. When you register, a $35 non-refundable registration fee will be charged to your account.

06 Signed Registration Forms may be submitted in person or by mail. If the $100 deposit is paid by credit card, you may also fax your form to us or scan it into an email attachment to student.services@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.

07 After your Registration Form has been processed, a Term Invoice and Account Report 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 (see the Student Contract for details).

08 Students who wish to make changes to their registration may do so by submitting a Summer Programs Course Change Form. Please refer to the course change and refund policies section of the Student Contract for further details.
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 for a course but have not paid its full tuition by the first day of class will be charged a late payment fee of $50.

01 CREDIT TUITION FEE: $470 per credit hour.

02 AUDIT TUITION FEE: $320 per audit hour.

03 ADMINISTRATIVE FEES (NON-REFUNDABLE): $35 registration fee; $50 late registration/payment fee (if registering or paying after 4:30pm on the first day of class) plus interest charged on any outstanding balance each month thereafter at a rate of 8.5% per annum; $10 course drop fee; $50 failure to submit a course change in writing fee; $20 dishonoured cheque fee.

04 SUMMER U-PASS FEE: (see Summer U-Pass section of Contract): $38/month.

05 SUMMER AMS FEE: (newly-admitted students; see Summer U-Pass info): $83.19.

06 ADDITIONAL COURSE FEES: IND525: $575; IND535: $675; IND5/THEO 585: $400.

SUMMER U-PASS If you are a returning student who paid Student Fees in either Fall 2014 or Winter 2015, you will be charged the U-Pass fee for each month in which you are registered for 3 or more credit hours (registration is defined as beginning on the first day of class and ending on the assignment due date; see course syllabi for assignment due dates). If you register for 3 or more audit hours (or combination audit/credit hours) in a given month, then the U-Pass is optional; please submit a Summer 2015 U-Pass Opt-In form to opt in. After registering, if you drop below 3 credit hours in a given month, refunds for the monthly U-Pass fee will only be granted if the U-Pass has not been requested OR your course was dropped prior to the first day of the month in which it is valid. See the Summer 2015 U-Pass Information sheet for further details.

If you are a new student admitted for the Fall 2015 term by June 30, 2015 and you register for 3 or more credit hours in Spring or Summer Sessions, you will be required to pay a UBC AMS fee of $83.19, and will be charged the U-Pass fee for each month in which you are registered for 3 or more credits (defined as beginning on the first day of class and ending on the assignment due date; see course syllabi for assignment due dates). Please see the returning students section above for further information.

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 Registration 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 Academic Catalogue available online at www.regent-college.edu, for admissions policies, program requirements, program duration, appeals, rules of conduct and dismissal, and other academic policies and fees.

BULLYING, HARASSMENT AND DISCRIMINATION POLICY Regent College strives to be an institution free of bullying, harassment and discrimination. By signing the registration form, you acknowledge that you have read and agree to abide by the Regent College Bullying, Harassment and Discrimination Policy found at www.regent-college.edu/fine-print/harassment-policy, which may be amended from time to time.

To make changes to your course registration, complete the Summer Programs Course Change Form and submit it to Reception. The following deadlines will apply to all courses unless otherwise noted below. A $10 course drop fee is charged each time a Course Change Form is submitted. See course syllabi for specific refund schedules for LANG courses.

01 The deadline to receive a 100% refund for dropping a course, reducing the number of credits 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.

02 The deadline to receive a 75% refund for dropping a course, reducing the number of credits 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.

03 There is no refund of any tuition or fees after the 75% refund deadline, but a course may be dropped and credits reduced or changed to audit up until 4:30 pm on the last day of a course.

SPECIAL DEADLINES

APPL 537, APPL 589, & INDS/SPIR 587: Because Reception is closed on Victoria Day (Monday, May 18), the registration, payment, and 100% refund deadline for these courses is 4:30pm on Tuesday, May 19; and the 75% refund deadline is 4:30pm on Wednesday, May 20.

APPL 587: Because this course is held in the evening, the registration and payment deadline is 7:00pm on the first day of class. Reception will be open from 6:00-7:00pm on Monday, July 20 for students to register and pay. The course also has special drop and refund deadlines of 4:30pm on July 21 (100%) and 4:30pm on July 22 (75%).

APPL 588: Because this course is held in the evening, the registration and payment deadline is 7:00pm on the first day of class. Reception will be open from 6:00-7:00pm on Monday, July 13 for students to register and pay. The course also has special drop and refund deadlines of 4:30pm on July 14 (100%) and 4:30pm on July 15 (75%).

APPL/INDS 731: Because this is a seminar course and students must complete work in advance, the registration and payment deadline is 4:30pm on Monday, June 1. This course has special drop and refund deadlines of 4:30pm on Monday, June 29 (100%) and 4:30pm on Monday, July 13 (75%); and the course can be dropped without refund until 4:30pm Friday, July 17.

INDS/THEO 585: The registration and payment deadline is 4:30pm on Monday, June 29, 2015. The 100% refund deadline for tuition and the additional course fee is also 4:30pm on Monday, June 29. The additional course fee is non-refundable after this date, but tuition is refundable until 4:30pm on Thursday, July 16 (75%), and the course can be dropped without refund until Friday, July 24.

INDS 525: Technology, Wilderness & Creation: The deadline to receive a 100% refund for dropping the course is 4:30pm on Monday, June 1, 2015. Payment deadline for all tuition and fees is also June 1, 2015 (after this date a $50 late fee will be assessed). No refund of any tuition or course fees will be given after June 1, but the course may be dropped without refund until June 15.

INDS 535: Food: Communion, Community, & Creation: The deadline to receive a 100% refund for dropping the course is 4:30pm on Friday, April 24, 2015. Payment deadline for all tuition and fees is also April 24, 2015 (after this date a $50 late fee will be assessed). No refund of any tuition or course fees will be given after April 24, but the course may be dropped without refund until May 8.
**REGENT COLLEGE REGISTRATION FORM**

**SUMMER TERM 2015: MAY 11 – AUGUST 14**

**HOW DID YOU FIND OUT ABOUT THE 2015 REGENT COLLEGE SUMMER PROGRAMS?**

(Click all that apply)

- Received a Summer Programs catalogue in the mail
- Picked up a Summer Programs catalogue at Regent College
- Heard a Church announcement
- Saw a Summer Programs poster at my church
- Saw a video about Summer Programs
- Via Regent College website
- Through social media (Twitter or Facebook)
- Monthly News & Updates email from Regent College
- I am a current student
- I am an alumnus and heard about Summer Programs in Mosaic E-News or Alumni Facebook
- A friend referred me (please specify who):

**BY SIGNING BELOW, I DECLARE THAT:**

(01) The information I have given on this form is complete and accurate; (02) I have read the policies on the Summer Term 2015 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 Regent College’s Privacy Policy. 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, 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, as well as audio and bookstore promotions and other valuable information from Regent College.

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**TUITION FEES:** $470 per credit hour; $320 per audit hour.

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<th>Course Number</th>
<th>Course Title</th>
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<th># of Audit Hours</th>
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Registration Fee: $35

$50 Late Registration/Payment Fee (if registering after the first day of class): $ 

Other Fees (see Fees section on the Student Contract): $ 

TOTAL: $ 

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**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 tuition and fees owing on my student account on May 8, 2015, or the full amount if registering after May 8, 2015.

☐ Charge only the $100 deposit now. I will make arrangements to pay the balance owing on my student account before my course(s) begin(s).

☐ MC ☐ Visa

Credit Card #: ____________ Expiry Date (mm/yy): ____________

Cardholder Name (please print): ____________________________ Signature: ____________________________
To be completed by the student receiving the benefit:

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<th>Regent ID</th>
<th>Surname</th>
<th>Given Name</th>
<th>Middle Name</th>
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PLEASE NOTE THE FOLLOWING:
1. The following benefits may not be used to take Distance Education courses, nor may credits from Distance Education 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. No partial benefit can be combined with a second partial benefit to receive free tuition.
4. Students applying after the payment due date may be subject to late payment fees. All other fees and policies apply in full. Each registration incurs a $35 non-refundable registration fee.

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


- **FULL-TIME 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          Date

- **ALUMNI SEAT SALE / 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.

- **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 on-campus 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       Regent ID       Date

  Student #2 Signature       Regent 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 funds dispersed by the Financial Aid Office at 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       Regent ID       Date

  Student #2 Signature       Regent ID       Date