REGISTRATION INFORMATION: FALL TERM 2015

HOW TO REGISTER
Submit a completed Registration Form together with a $150 deposit to Reception (student.services@regent-college.edu). Once your registration has been processed, you will be sent a Term Invoice showing a record of charges for the term, along with an Account Statement serving as a receipt for any payments.

COMPLETING THE REGISTRATION FORM
(Incomplete forms may delay registration or access to UBC services)

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/privacy-policy). Our purpose in collecting personal information is to serve students in such areas as providing educational resources and processing financial transactions, facilitating student benefits 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. With respect to the latter, we may share your name with alumni and former students. Students with concerns regarding the personal information being requested should contact the Senior Academic Administrator.

2. Course Registration: Fill in the Course # and Section (only if multiple sections are offered), Course Title, and the number of credit or audit hours you are taking. Some Evening and Weekend courses are offered for variable hours: most courses are offered for three hours only. If auditing a variable credit course, you may register for the fewest number of hours offered for that course. Check the Fall 2015 Timetable for more specific information.

3. Sign, date, and submit the Registration Form: After being registered, you will automatically be assigned a Regent Login, if you do not already have one. You will receive email notification once your account has been activated.

4. Tuition Benefits: If applicable, complete and submit the Application for Tuition Benefits (last page of this document).

NOTE
You must be registered before attending classes. You will not be able to register if you have: (i) monies owing on your student account; (iii) attempted 12 credit hours and are not admitted to the College, or attempted 30 credit hours and are not admitted to a master’s program; or (iv) any other holds placed on your student account. Students previously on probation who are returning to the College and students with course extensions may be restricted on how many credits they may take.

STUDY PERMITS
If you are not a citizen or permanent resident of Canada you are required by law, in most cases, to obtain a Study Permit in order to take courses at Regent College. If you commute from the United States you are advised to have your Study Permit and proof of registration or acceptance to Regent College with you at all times when entering Canada. When entering Canada at the beginning of your course, be sure to go inside to speak with an Immigration officer about whether you need a Study Permit, regardless of what the border guard tells you.

QUESTIONS?
• General inquiries: Reception desk or by email to student.services@regent-college.edu
• Specific Registration questions: registration@regent-college.edu
• Student Account questions: financial.aid@regent-college.edu
• Academic Advising: academic.advising@regent-college.edu

Advising appointments can be made online (see current-students/academic-advising). Staff will be available exclusively for new student advising September 1–3, 3:00–4:30 pm. New students must make free course changes all day on Thursday, September 3, 2015.

SPECIAL COURSES
1. Two-Term Courses: APPL 557: Leading Worship, APPLINDS 688: Arts Internship, and APPL 693: MDIV Supervised Ministry (Year A/B) begin in the Fall and continue through the Winter term (see Special Registration Requirements on reverse of the Timetable). You must register and pay for 1.5 credits in the Fall and 1.5 credits in the Winter; however, credit is given for completing the course and a grade is assigned only after successful completion of the second half in the Winter term.
2. Priority Enrollment Courses: Courses specifically designated as "Priority Enrollment" due to the nature of the course (such as seminars) are listed in the Special Registration Requirements (reverse of the Timetable). You must attach a Priority Enrollment Course Request Form to your Registration Form and submit these together by August 14, 2015. Class lists will be determined within one week after this date, students can check their registration in REGIS to confirm their registration status in the course. Due to the high demand for some seminars and the need for instructors to know students' commitment from the beginning of the course, students are asked, as a courtesy to other students and to faculty, not to drop out of a seminar once the term has begun.
3. Guided Studies: Submit a completed Guided Study Contract along with your Registration Form (or Course Change Form when adding the course after your initial registration). The completion deadline is on or before the last day of term, December 18, 2015.
4. Final Projects: When registering for a Thesis, an Integrative Project in the Arts and Theology (IPAT), an Integrative Exam/Project, an MA Comprehensive Exam/Paper, or a ThM Major Paper, you must submit the corresponding project registration form along with your regular Registration Form. See the Final Projects page of the website (current-students/academic-catalogue/final-projects) for registration deadlines and completion deadlines for all Final Projects.

STUDENT CONTRACT: FALL TERM 2015
REGISTRATION AND COURSE CHANGE DEADLINES

• The Early Registration Deadline is 4:30 pm Friday, August 14, 2015
  All students are encouraged to register by this date in order to increase the likelihood of getting their desired courses. You should also register by this date:
  o For any Priority Enrollment Courses identified as such in the Special Registration Requirements (reverse of Timetable).
  o For Christian Thought and Culture I, in order to be assigned to a Tutorial group of your choice.
• The Registration and Payment Deadline is 4:30 pm Friday, September 4, 2015
  Registrations submitted after this date will incur a late registration/payment fee of $50.
• The Final Deadline to register, add, or increase credits in a course is 4:30 pm Monday, September 21, 2015
  Note the following exceptions:
  o Weekend and GENR courses must be added before the course begins (see syllabi for dates).
  o Guided Studies and Field Immersions may be added until 4:30 pm on Friday, September 25, 2015.
  o Final Projects have special registration deadlines (see current-students/academic-catalogue/final-projects for exact dates).
COURSE DROP AND REFUND POLICIES

A Course Change form must be submitted to drop a course. See syllabi for weekend/GENR course refund deadlines.

- Course drops made any time up to 4:30 pm August 14 incur no drop fee; after August 14 a $10 drop fee is charged per Course Change form submitted.
- 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 4:30 pm on Monday, September 21, 2015.
- 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 4:30 pm on Friday, October 9, 2015. No refunds are available after this date.
- Final deadline for dropping a course, reducing the number of credit hours, or changing from credit to audit is 4:30 pm on Friday, October 23, 2015. No refunds will be granted for these changes.

FEES FOR FALL 2015

Tuition & fees are due in full by 4:30 pm, Friday, September 4, 2015

- Students who register but do not pay in full by September 4 will be assessed a late payment/registration fee of $50.
- If you register or add a course after September 4 you must pay all fees in full at the time of registration.
- Fees may be paid by cash, cheque, money order, credit or debit card (Visa, MC, Interac). Note: If the bank declines your payment, or you give us an incorrect or illegible number, you may be charged a late payment fee.

REGULAR ACADEMIC FEES

<table>
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<tr>
<th>Credit Tuition</th>
<th>$470 per hour</th>
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<tbody>
<tr>
<td>Audit Tuition</td>
<td>$320 per hour</td>
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<tr>
<td>Registration Fee</td>
<td>$35 non-refundable</td>
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STUDENT FEES (non-refundable after August 14, 2015)

| Regent College & UBC Student Fees | $158.44 per term |
| U-Pass Fee | $152.00 per term |
| Health & Dental Plan: Extended health insurance from Sept. 1 – Aug. 31 (see below for opt-out and family opt-in options) | $221.94 per academic year |

SERVICE & ADMINISTRATIVE FEES

- Late Registration/Payment Fee (if registering or paying after September 4) $50 + interest per month at a rate of 8.5% per annum
- Course Drop Fee (course drops submitted after August 14) $10 non-refundable
- Failure to drop in writing a course not attended $50 non-refundable
- Dishonoured cheque fee $20

SPECIAL COURSE FEES (if applicable)

- Academic Writing Class fee (GENR 311): $35
- Thesis orientation fee (GENR 301): $35
- IPAT handling fee: $70

STUDENT FEES NOTES

ELIGIBILITY:

- All students taking 3 or more credit hours must pay Student Fees. If you reach 3 or more credits by adding a course later in the term (e.g., Comprehensive Exam, Distance Education), you will be required to pay all Student Fees.
- If you take fewer than 3 credits but at least 3 audit hours (or at least 3 combined audit/credit hours), or pay a Thesis Continuation fee in Fall 2015, you may opt in to all Student Fees by checking the appropriate box on the Registration Form (no partial opt-ins).
- If you take fewer than 3 credit and/or audit hours, you are not eligible to pay Student Fees.

AMS HEALTH & DENTAL PLAN: For full details of this Plan, please visit www.ihaveaplan.ca (select UBC as your school).

- The Change of-Coverage Period for the AMS Health & Dental Plan is September 8-29, 2015. For information about opting out of the Plan (if you hold equivalent extended health and dental coverage), or opting in family members for an additional fee, see the Healthcare page of our website (current-students/living-in-vancouver/medical). You must opt out in person at the Plan office at the UBC Student Union Building (SUB).
- If you opt out of the Plan this Fall term you will be charged the Plan fee but will not be required to pay; however, if you select on your registration form to pay the balance of your student account by credit card, your card will be charged with the Plan fee. It will be credited back to your student account when the Plan office approves your opt-out later in the term.
- Failure to opt out or pay this fee by September 29, 2015 will incur a late payment fee.

U-PASS FEE:

- For full details about the U-Pass BC, please visit the U-Pass & Transit page of our website (current-students/living-in-vancouver/transit). If you drop all your classes after August 14 and would like to request a pro-rated refund for remaining monthly passes, please email registration@regent-college.edu.

OTHER POLICIES

- ACADEMIC POLICIES: Please consult the Academic Catalogue online (current-students/academic-catalogue) for admissions policies, program requirements, program duration, appeals, rules of conduct and dismissal, academic policies and fees.
- BULLYING, HARASSMENT & 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 online (fine-print/harassment-policy), which may be amended from time to time.
Please read the attached Registration Information and Student Contract before completing this form.

<table>
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<tr>
<th>Office Use</th>
<th>Course # &amp; Section</th>
<th>Course Title</th>
<th># of credit hours</th>
<th># of audit hours</th>
<th>Rate $/hour</th>
<th>COST</th>
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Registration Fee (non-refundable) $ 35

I am registering for 3 or more AUDIT hours and want to be charged Student Fees: $532.38 (or $310.44 if you have permanently opted out of the AMS Health & Dental Plan) $ Yes $ No

$50 Late Registration/Payment Fee (if registering after September 4, 2015) $ Other Fees (see Fees section of Student Contract) $ TOTAL $"
APPLICATION FOR TUITION BENEFITS: FALL TERM 2015

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 instructions carefully.

To be filled out by the Student receiving the benefit:

Regent ID ___________________________ Surname ___________________________
Given Name ___________________________ Middle ___________________________

☐ 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.

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.

☐ SPOUSAL 50% 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 at 50% off the regular audit tuition during that same term. Only one spouse may receive this tuition benefit at a time, and that spouse may not receive another 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 for which he or she received this benefit.

Signature of Student #1 ___________________________ Date ___________________________ ID# ___________________________
Signature of Student #2 ___________________________ Date ___________________________ ID# ___________________________