

# CONTINUING EDUCATION ADMISSION/REGISTRATION



Return Form to: Enrolment Services BOX 3000, The Pas, Manitoba R9A 1M7

Contact Information: Phone: (204)627-8648 Toll Free: (866) 627-8500 Fax: (204) 627-8514

PERSONAL INFORMATION		CURRENT MAILING ADDRESS	
Last Name:		PO Box or Street:	
Given Names:		City:	Province:
Former Names:		Home Phone:	Postal Code:
UCN ID #:	Date of Birth (mo/dd/yr)	Other Contact Number:	
Email Address:			SIN:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Another Gender Identity		Do you identify as an Indigenous person? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COURSE REGISTRATION					
TERM	DEPT. CODE	COURSE NUMBER	SECTION	COURSE TITLE	COURSE FEE

STUDENT'S/PARENT or GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Parent/Guardian signature only required if applicant is 17 years of age or younger on first day of class. dd mo yr  
Should you wish information be released to Sponsor you will need to complete the "UCN Information Waiver Form" available @ [www.ucn.ca](http://www.ucn.ca).

Do you wish to receive information on future Continuing Education offerings?  YES  NO

OFFICE USE ONLY	
<b>FEES:</b> COURSE FEES \$ _____ OTHER \$ _____ GST \$ _____ <b>TOTAL</b> \$ _____	<b>PAYMENT TYPE</b> (select one): <input type="checkbox"/> Credit card (MC/Visa) <input type="checkbox"/> Cheque (mail or in-person) <input type="checkbox"/> Cash (in person ONLY) <input type="checkbox"/> INTERAC (in person ONLY) <input type="checkbox"/> PO (email) <input type="checkbox"/> Training Authorization Notification (email) <input type="checkbox"/> UCN Authorization to Invoice Sponsor Name: _____
GST EXEMPTION #: _____	
<b>Credit Card Information:</b> Name on Card: _____ Signature: _____ Card Number: _____ CVV: _____ Expiry: ____/____	DATE PROCESSED: _____ PROCESSED by: _____

NOTE: \*\*FINAL PAYMENT will include GST where applicable.\*\*  
 Registration is not complete until ALL fee payment or fee payment arrangements have been made with the institution.  
 This registration is subject to ALL relevant university and faculty or school regulations as in effect during the period of this registration.

EMAIL

## Continuing Education Refund Policy:

- 100% refund if course is cancelled by UCN.
- Refund date vary by course. Refund information provided to registrants via course advertisement, or at time of registration.

### Personal Information Collection and Disclosure

Personal information collected on this form will be used by the University College of the North for admission and registration purposes. It is collected under the general authority of the *UCN Act*, and is protected by the Manitoba *Freedom of Information and Protection of Privacy Act (FIPPA)*.

The information will be used to admit you as a student, assign you a student number, register you in classes and record your grades, create your permanent student record and, if required, for specific program/courses provide you with student privileges (library, voting in elections and use of recreation facilities). It will also be used for accounting and correspondence purposes related to admission and registration. Information regarding graduation and awards may be made public. Elements of your personal information may be used for alumni contact purposes. Finally, personal information may be used to conduct research into university college enrolment and related statistical profiling activities.

Your personal information is protected under the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection and use of this information, please contact **FIPPA Coordinator, Box 3000, 436 7th Street, University College of the North, The Pas MB, R9A 1M7, 204-627-8500**. Under the federal *Privacy Act*, individuals can request access to their own individual information held on federal information banks, including those held by Statistics Canada. Students who do not want their information utilized can ask Statistics Canada to remove their identifying information from the national database.