

Unclassified students:

- \$ may register in courses for credit (if prerequisites are met) or for audit, but are not admitted to a program leading to a degree or diploma.
- \$ who do not have English as a first language, must satisfy the English Language Proficiency requirement by achieving TOEFL scores of: 213/computer-based, 550/paper-based or 83 overall/iBT.
- \$ who wish to take 200 level courses with prerequisites or any 300-400 level courses for credit, must attach copies of high school transcripts; and if applicable, transcripts from post-secondary institutions attended.

SESSION OF APPLICATION/REGISTRATION :  Spring 2015 /  Fall 2015 /  Winter 2016 /  Modular \_\_\_\_\_

**NAME AND ADDRESS**

**Date Accepted**

Surname	First Name	Middle Name	Former Surname if applicable
Address			
City/Town	Province/State	Postal Code	
Home Tel.	Bus. Tel.	Email	

**PERSONAL AND STATISTICAL INFORMATION**

SIN #	Provincial Health Insurance:		
	Province:	Number:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	Birthdate (Month /Day /Year )	
Immigration Status:	Canadian Citizen / Landed Immigrant	Student Authorization	Country of Citizenship (if not Canada): _____
Notify in Emergency: Name	Relationship to Student	Telephone	
Home Church	Denomination		
How did you hear about programming at RMC?			

**EDUCATION** List in chronological order all High Schools, Colleges and/or Universities attended.

Name/Location of Institution	Degree or Diploma	Graduation or Dates of Attendance	For Office Use Only Transcript Received

**COURSE SELECTION**

Course No.	Course Name	Course Hrs.	Credit	Audit	Con Ed
<b>Total Hours or CE Courses:</b>					

*Please turn over for payment information...*

**CALCULATION OF FEES**

Tuition:	No. of credit hours _____ x \$325 per credit hour	
	No. of audit hours _____ x \$162.50 per audit hour	
	No. of Continuing Education Courses _____ \$150 per CE course	
<b>Total Tuition and Fees:</b>		

**Change of Registration Period** (time period for adjusting course registration):

**Modular Classes: Fall, Winter, & Spring:** before the end of the first day of the modular course

**Grade applied to student transcript for a Dropped Course**

- dropped during the Change of Registration Period, course withdrawn and no grade is applied;
- dropped after the Change of Registration Period until 2 weeks after the midpoint of the semester, a grade of Voluntary Withdrawal;
- dropped after the end of the Voluntary Withdrawal Period, a grade of F is applied

**Tuition Refund Schedule for a Dropped Course**

- during the Change of Registration Period, 100% tuition refund less a \$20 administrative fee;
- from the end of the Change of Registration Period to the end of the 4<sup>th</sup> week of classes, 50% tuition refund less a \$20 administrative fee;
- after the 4<sup>th</sup> week, no tuition will be refunded

*I understand that my course selection is subject to approval, as well as being subject to availability of courses and sections as determined by the Registrar's Office. I have included full payment of course fees, as indicated below, and should withdrawal be necessary, I understand the process, as outlined.*

Student's Signature \_\_\_\_\_ Date Applied \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date Processed \_\_\_\_\_

Method of Payment:  Cheque     Draft     Money Order     Debit Card     Cash (**not by mail**)  
 Online Transfer \*

\* Please email Kailynne Belt, Director of Student Services, for online transfer information: [studentservices@rockymountaincollege.ca](mailto:studentservices@rockymountaincollege.ca)

Please return completed form to:

Rocky Mountain College  
 The Academic Offices  
 4039 Brentwood Road NW  
 Calgary, AB T2L 1L1

Phone: 403 284-5100  
 Fax: 403 220-9567  
 Scan and email to: [enrolment@rockymountaincollege.ca](mailto:enrolment@rockymountaincollege.ca)  
 Website: [www.rockymountaincollege.ca](http://www.rockymountaincollege.ca)