



## SPRING & SUMMER MODULAR COURSE REGISTRATION FORM May & August 2017

Student Name (First Middle Last) :		ID # (if known):	
Current Mailing Address (Street, City, Province, Postal Code):		Date of Birth (mm/dd/yyyy):	
Phone Number:		Email Address:	
Applicant's Signature:		Date	
<b>COURSES REQUESTED</b> <i>Please check which course(s) you are requesting</i>			
<input type="checkbox"/> Pre-Marriage & Marriage ( May 1 – 5)	<input type="checkbox"/> For Credit	<b>OR</b>	
	<input type="checkbox"/> For Audit		
<input type="checkbox"/> Children At Risk (Aug 28 – Sept 1)	<input type="checkbox"/> For Credit	<b>OR</b>	
	<input type="checkbox"/> For Audit		
<input type="checkbox"/> Nature of the Gospel Kingdom & Church Planting (Aug 28 – Sept 1)	<input type="checkbox"/> For Credit	<b>OR</b>	
	<input type="checkbox"/> For Audit		
<input type="checkbox"/> Sound Reinforcement (Aug 28 – Sept 1)	<input type="checkbox"/> For Credit	<b>OR</b>	
	<input type="checkbox"/> For Audit		
<input type="checkbox"/> Youth Issues & Problem Solving (Aug 28 – Sept 1)	<input type="checkbox"/> For Credit	<b>OR</b>	
	<input type="checkbox"/> For Audit		
<b>\$75 Deposit per course (non-refundable) Does not apply to TESOL courses.</b>			
<input type="checkbox"/> Please charge me for the entire course and fees			
<b>COURSE PAYMENT</b>			
<ul style="list-style-type: none"> <li>Once a student has been billed for the course, the <b>\$75.00</b> course deposit will be applied towards their total balance.</li> <li>Payment is due by 4:30pm the Friday before the start of the modular course.</li> <li>Payment received after 4:30pm on the Friday before the start of the modular course will be subject to a <b>\$50 late fee</b>.</li> <li>As per Academic policy, students may add a modular course without an add fee up to 9:00am on the first day of modular classes. However, they will be subject to the late payment fee.</li> </ul>			
<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque (payable to Vanguard College) <input type="checkbox"/> Money Order <input type="checkbox"/> Visa/MasterCard			

**MODULAR DROP POLICY (Subject to Change)**

- If a Modular Course is dropped before 4:30pm on the Friday before the first day of class, the student will receive a 100% refund on tuition and fees, but will not be refunded their course deposit.
- If a modular course is dropped after 4:30pm the Friday before the first day of class, fees will be non-refundable, but they will be eligible for tuition. The tuition refund will be processed as follows:
 

- Friday by 4:30pm	-100% Refund
- Monday by 4:30pm	- 75% Tuition Refund
- Tuesday by 4:30pm	- 50% Tuition Refund
- After Tuesday 4:30 pm	- 0% Tuition Refund

**FOR OFFICE USE ONLY**

**REVIEWED BY ACADEMIC DEPARTMENT & COURSE COORDINATOR EMAILED**

Signature of Academic Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCESSED BY FINANCE DEPARTMENT**

Deposit Date: \_\_\_\_\_ Invoice #: \_\_\_\_\_ Payment Transaction: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

**REGISTRATION PROCESSED BY ACADEMIC DEPARTMENT**

Date Student Registered: \_\_\_\_\_ Processed by: \_\_\_\_\_

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