



SUMMER MODULAR COURSE REGISTRATION FORM

May & August 2018

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	
COURSES REQUESTED <i>Please check which course(s) you are requesting</i>			
<input type="checkbox"/> Developing Family Ministries (Apr 30 – May 4)		<input type="checkbox"/> For Credit OR	
		<input type="checkbox"/> For Audit	
<input type="checkbox"/> Psychology of Addictions (Apr 30 – May 4) *Pre-requisite: Introduction to Psychology		<input type="checkbox"/> For Credit OR	
		<input type="checkbox"/> For Audit	
<input type="checkbox"/> Children At Risk (Aug 27 – Aug 31)		<input type="checkbox"/> For Credit OR	
		<input type="checkbox"/> For Audit	
<input type="checkbox"/> Church Revitalization & Planting (Aug 27 – Aug 31)		<input type="checkbox"/> For Credit OR	
		<input type="checkbox"/> For Audit	
<input type="checkbox"/> Youth Issues & Problem Solving (Aug 27 – Aug 31)		<input type="checkbox"/> For Credit OR	
		<input type="checkbox"/> For Audit	
\$75 Deposit per course (non-refundable)			
<input type="checkbox"/> Please charge me for the entire course and fees			
COURSE PAYMENT			
<ul style="list-style-type: none"> Once a student has been billed for the course, the \$75.00 course deposit will be applied towards their total balance. Payment is due by 4:30pm the Friday before the start of the modular course. Payment received after 4:30pm on the Friday before the start of the modular course will be subject to a \$50 late fee. 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. 			
<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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