CONTINUING EDUCATION REGISTRATION: GROUP

Email completed forms to: Registrar@keyano.ca

Registrations are accepted on a first-come/first-served basis, provided that the registration is complete, prerequisites are met where required, and the full fee is submitted.

Contact Information

ATTENTION (Contact Person)	COMPANY NAME	POSITION	
ADDRESS	CITY	PROVINCE	POSTAL CODE
COMPANY EMAIL ADDRESS	TELEPHONE	FAX	

CONED Course Selection

Year: **Term:** ☐ Fall ☐ Spring ☐ Winter ☐ Summer

COURSE CODE	SECTION	TUITION	TECH FEE	GST	TOTAL
			$5.00		
COURSE NAME			START DATE		

☐ I understand that on the dates of the program/course all students will have to provide proof of vaccination by showing a valid Alberta Health Services QR Code with photo identification, obtain and show a Campus Access Pass, obtain a pre-approved Medical or Religious Exemption, provide proof of a negative COVID-19 test result which was administered no earlier than 72 hours prior to attending (each and every time) on any Keyano campuses.

Students to Enroll

KEYANO STUDENT ID #	LAST NAME	FIRST NAME	DATE OF BIRTH	INDIGENOUS ☐
SOCIAL INSURANCE NUMBER *	EMAIL	TELEPHONE		
ADDRESS	CITY	PROVINCE	POSTAL CODE	

*SIN is required by the Canada Revenue Agency for T2202 tax receipts, without your SIN we cannot provide a tax receipt.

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Method of Payment

☐ Money Order
☐ VISA
☐ MasterCard
☐ Purchase Order

CREDIT CARD NUMBER	EXPIRATION DATE	CVV / CVC (3 OR 4 DIGIT NUMBER)

CARD ISSUED TO	SIGNATURE
	☐ Phoned In

OFFICE OF THE REGISTRAR			**FINANCE**		
CONTRACT #	CWA #	COST CENTRE	BUDGET CODE		REFERENCE DATE
PO # / INVOICE	TUITION WAIVER	OTHER	INVOICE REQUEST	CUSTOMER #	INVOICE #
COMPANY			COMPANY CONTACT		

CONED REFUND POLICY GST #R107566218

1. Requests for refunds for tuition dated five (5) working days or more prior to course commencement will be granted with $25 of the fee retained by the College.
2. **For cancellations dated less than five (5) working days prior to course commencement date, no refunds will be granted.** In exceptional circumstances, the Dean or Director of the program may overrule this policy. Rescheduling is treated as a cancellation.
3. Material fees are non-refundable.
4. Non-attendance at any course is not notice of withdrawal.
5. To obtain a refund from a continuing education course, a student must formally advice the Office of the Registrar by phone or in person, after which the student will be withdrawn and the refund process initiated.
6. Another person may attend in the participant's place. Notification of such a change must be forwarded to the Office of the Registrar prior to the course start date.

Note: This refund policy is invalid for any company purchases of full courses from the College.
To receive an income tax receipt for eligible courses, check your Self Service account at the end of February of the next calendar year.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.

Keyano College Office of the Registrar | 8115 Franklin Avenue, Fort McMurray AB T9H 2H7
Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/forms

REVISED 09/16/2024