



UNCLASSIFIED STUDENT Application and Registration

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 : Fall 2011 Intersession 2012 Winter 2012 Spring 2012

NAME AND ADDRESS

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

PERSONAL AND STATISTICAL INFORMATION

SIN #	Provincial Health Insurance:		
	Province:	Number:	
Sex: Male Female	Marital Status: Married Single	Birthdate: (Month /Day /Year)	
Immigration Status:	Canadian Citizen/Landed Immigrant	Student Authorization	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
Total Hours:				

Please turn over for payment information...

CALCULATION OF FEES

Tuition: No. of credit hours _____ x \$295 per credit hour	
No. of audit hours _____ x \$147.50 per audit hour	
Student Union Fee: No. of credit hours _____ x \$8.50 per hour (not applicable to audit hours)	
Choir and Orchestra Music Sheet Deposit - \$200.00 (refunded when music submitted at end of term)	
Choir and Orchestra Fee - \$250.00 (for those registering in that course only)	
Total Tuition and Fees:	

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

Fall 2011 semester: September 12-19 **Winter Intersession 2012:** by noon the first day of the modular course

Winter 2012 semester: January 16-23 **Spring 2012 semester:** by noon 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- dropped during the Change of Registration Period, course withdrawn and no grade is applied;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 4th week of classes, 50% tuition refund less a \$20 administrative fee;
- after the 4th 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 Sheri Mackarenko, Finance Office, for online transfer information: smackarenko@rockymountaincollege.ca

Please return completed form to: **Rocky Mountain College**
The Registrar's Office
 4039 Brentwood Road NW
 Calgary, AB T2L 1L1

Phone: 403-284-5100 (ext 224 or 100)
 Fax: 403-220-9567
 Website: www.rockymountaincollege.ca