



Durham College Continuing Education Registration Form

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____ Birth Date: _____

Are you a returning Continuing Education student? Y N

Are you currently a Durham College Post-secondary student? Y N

Please note the Certificate/Diploma you are working toward: _____

Special Needs: _____

Course	Code	Campus	Start Date	Day	Time	Fee

Please note:
Personal cheques are no longer accepted.

Total Fee: \$ _____

VISA MasterCard American Express Credit Card Number: _____

Expiration Date: _____ Signature: _____

Refunds/Course Cancellations

Durham College reserves the right to cancel courses, change course locations, teachers, dates or content as deemed necessary. Students will be notified by phone. Full details available online.

Course Cancellation

A full refund will be issued if the college deems it necessary to cancel a course.

Withdrawals/Refunds and Transfers

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below. All withdrawals are subject to a \$30 administration fee. Regardless of payment method, all refunds will be by cheque. Please allow three to four weeks for your cheque to arrive. Transfers follow the same timelines as withdrawals.

In-class Courses

Students may withdraw/transfer prior to the start of the third class

Field Placements/Clinicals

Students may withdraw/transfer during the first 13 days after the official start date. Once students are cleared for placement no refund or transfer will be accepted.

Motorcycles/Weekend Workshops/Seminars & In-class Courses (that are 16 hours in duration or less)

Students may withdraw/transfer no later than three college days prior to the scheduled start date.

Online Semester/Monthly Intake/ Correspondence Courses

Students may withdraw/transfer during the first 13 days after the official start date. After the final withdrawal date no refunds/transfers will be issued. Visit www.durhamcollege.ca/coned, click on Online, then Getting Started to view Important Dates. Also, any course materials (e.g. books, student kits, CDs, reference materials or supplies) included in the course fee must be returned to the Distance Education office before a refund will be issued.

Withdrawal without Academic Penalty

The last day to withdraw to avoid academic penalty is four weeks prior to the scheduled end date of the course. After this date, all marks achieved will be recorded on the student's transcript. Failure to attend does not constitute withdrawal; the Course Withdrawal Form or online method must be used.

Note:

Textbooks may not be returned once the wrapper has been removed.

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F31, this is to advise you that the personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, Director, Human Rights and Benefits, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000, ext. 2223.