

Registration Form

The University of Winnipeg • Division of Continuing Education
Tel: 204.982.6633 • Fax: 204.944.0115 • www.dce.UWinnipeg.ca

Personal Information

New student Returning student Returning student with change of information Alumni

Last Name _____ First Name _____ Preferred _____

Employer Name _____

Mailing Address _____ City _____ Province _____ PC _____

Contact Phone (1) _____ Contact Phone (1) _____ FAX _____

E-mail Address _____ Date of Birth _____ Student # _____

Certificate Student No Yes (please specify) _____ What form of communication is preferred? E-mail Postal

If you are of Aboriginal ancestry, please specify: First Nations (status) First Nations (non-status) Inuit Métis Other

The Aboriginal Student Services Centre (ASSC) offers service, events and information on sources of funding that may be of interest to you. By declaring your status, you will help in the development of new services and events for Aboriginal students.

Courses Requested

Course # _____ Start Date _____ Course Name _____ Fees _____

Course #	Start Date	Course Name	Fees

Note: Courses are subject to change or cancellation. Fees are subject to change without notice.

Discount, if applicable

Total Tuition

Method of Payment

Cash

No cash accepted after 4:00pm or on Saturdays

Interac

Cheque or Money Order

Made payable to the University of Winnipeg

Invoice Company

Attach written authorization on company letterhead or an official purchase order, including company mailing address and contact person

Visa **MasterCard**

Card No. _____

Expiry Date _____

For Internal Use

Processed by _____

Receipt # _____

Sponsorship # _____

Three Easy Ways to Register:

By Mail

Mail in the completed registration form with Cheque or Money Order, Visa, MasterCard or Invoice Authorization

By Fax or Phone:

Provide by phone or fax the completed registration form with Visa, MasterCard or Invoice Authorization (fax only)

In Person:

Our regular office hours are:
Monday to Thursday 8:30am - 7pm
Friday 8:30am - 4:30pm
Saturday 9am - 1pm
No cash accepted after 4pm or on Saturdays

Tuition Fees:

Tuition Fees must be paid at the time of registration. You can register anytime, but it is best if you register at least seven days before the course starts to ensure a space - our courses fill up quickly. The University of Winnipeg and University of Winnipeg DCE Alumni are eligible for a 10% fee discount on part-time courses.

Refund Policy:

For courses:

The full tuition fee will be reimbursed up to one week prior to start of a course. The tuition fee less an administrative fee of 25% will be reimbursed prior to the start of the second class. No refunds will be granted after this point.

For seminars/workshops:

The full tuition fee will be reimbursed upto one week prior to start of the seminar/workshop. No refunds will be granted after this point. (Does not apply to Schulich Programs)

Note:

Information collected here will be used by the University for registration and communication purposes (including phone messages). It is collected in compliance with Freedom of Information and Protection of Privacy Act (FIPPA).