



# Continuing Education Registration Form

**DISCLAIMER:** By registering with George Brown College, you agree that you have read and understood George Brown College's policies, guidelines and codes of conduct. The George Brown Continuing Education policies can be found in part on the back of this form and in their entirety at [coned.georgebrown.ca/policies](http://coned.georgebrown.ca/policies). The rest can be found at [georgebrown.ca/policies](http://georgebrown.ca/policies) or at a campus Library Learning Commons.

Have you registered at George Brown College before? Yes ☐ No ☐

Student ID Number (if you have one)

Date of Birth (e.g. 01 SEP 1970)

Last Name

First Name

Middle Name

Number/Street

Apartment

City

Province

Postal Code

Business Phone (include area code)

Ext.

Home Phone (include area code)

Please provide both phone numbers so we can contact you if necessary.

Email Address

This email address will be used by George Brown College to send you important updates such as class schedule changes. Please print clearly, and use an email address you check frequently.

Are you a permanent resident of Canada? Yes ☐ No ☐

Please note that international student fees may apply.

Do you have Ontario grade 12 or equivalent? Yes ☐ No ☐

1

CRN (Course Reference Number)

Course Code

Course Start Date

Course Name

\$

Fee

Course End Date

2

CRN (Course Reference Number)

Course Code

Course Start Date

Course Name

\$

Fee

Course End Date

1+2

\$

TOTAL FEES

This form must be filled out in full, and payment must be included.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT** The personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used for the administrative and statistical purposes of the College including but not limited to, Admissions, Registration and maintaining records, as well as Awards and Scholarships; Alumni and College Foundation administrative functions and/or the Ministries or Agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 39 (2) and section 42 of the Freedom of Information and Privacy Act of Ontario. If you have any questions or concerns related to Freedom of Information and Privacy please contact [privacy@georgebrown.ca](mailto:privacy@georgebrown.ca)

## Payment Information

American Express ☐ Discover ☐ MasterCard ☐ Visa ☐ cheque\* ☐ debit card† ☐

money order\* ☐

Card Number

Card Expiry Date

Verification Number

Cardholder Name (print)

Signature

\* Cheques and money orders must be payable to George Brown College. The college does **not** accept post-dated cheques.

† Debit cards can be used for in-person registration only.

## How to Register in Person for a Course

1. Browse [coned.georgebrown.ca](http://coned.georgebrown.ca) to find the course you want using “Courses and Certificates” in the top menu (under the Menu heading on your mobile device) or the “Browse by Area of Interest” list on the home page. You can also search for the course or subject you are interested in by using the “Search Entire Site” field (under the Search heading on your mobile device) or the “Search for a Specific Course Code or Title” field on the home page. (If you don’t have your own computer or mobile device, you can use the Student Service Centre computers on campus.)
2. Each course page has a heading showing its course name and course code:

- If there is a seat available in the class section, its status will be shown as a “Register Now” button.
- If the registration period for a course has passed, the status of the class section will be shown as a “CRN is Closed” flag.
- If the class section is full, its status will be shown as a “CRN is Full” flag.
- If the class section is full but offers a wait list, its status will be shown as a “Join Wait List” button.

If the schedule you want shows the “Register Now” button, write down the course code and title, the CRN, the fee, and the start and end dates of the schedule. (Note: Cancellations or changes may occur.)

If you want to register for multiple courses, repeat steps 1 through 3 for as many courses as you want.

Go to any George Brown College Student Service Centre. (You do **not** have to register at the campus where your course is offered; you can register in person at any campus.) If you have not already filled out this one, fill out a registration form at the Student Service Centre. Start by writing in the personal information requested, making sure to use your full legal name. (It is important that you provide your home and business telephone numbers **and** an email address to facilitate our contact with you.) Then use the values you collected in step 3 to fill out the course fields:

6. Submit your registration form to a Student Service Centre representative. If you are paying by cheque or money order (made payable to George Brown College), write your full legal name, daytime phone number and student ID number (if you have one) on the front of the cheque/money order. The college does not accept post-dated cheques. Personal cheques returned by your bank for non-sufficient funds (NSF) or other reasons beyond the control of the college are subject to an administrative fee.
7. When you register in person, you receive a registration confirmation and a receipt of payment from college staff at the time of registration. Keep your registration confirmation in a safe place. (Note: Duplicate confirmations will **not** be issued.)
8. Make sure that you are officially registered in your course(s) by confirming with the teacher at the first class that your name is on the class list.

- You will receive a full refund if your course has been cancelled. If you prefer, you may transfer and apply your fees to another course registration. There is no administrative fee to transfer from a cancelled course to an active course. If the college cancels your course and you had registered online, the refund will be made to your credit card. If the college cancels your course and you had registered in person, the refund will be made by cheque. Ensure that your online student account contains your current address, and allow four weeks for processing and mail delivery of the refund cheque. If you ask to have a duplicate cheque printed, you will be charged an administrative fee.
- In order to receive a full refund less an administrative fee for a one-day course **or** a course of 12 hours or fewer **or** a course that ends after fewer than 10 business days (including the first scheduled day of class), you must officially withdraw at least 10 business days before the start of the course. A refund will **not** be given for these types of courses otherwise.
- In order to receive a full refund less an administrative fee for a typical Continuing Education course, you must officially withdraw before the day of the first scheduled class. You can receive a full refund less 50% of the materials fee (if refundable) and the administrative fee if you officially withdraw within 10 business days (including the first scheduled day of class) after the course start date. You will not receive a refund if you officially withdraw later than 10 business days (including the first scheduled day of class) after the course start date. If you choose to officially withdraw, your refund will be made by cheque, regardless of your method of payment. Ensure that your online student account contains your current address, and allow four weeks for processing and mail delivery of the refund cheque. If you ask to have a duplicate cheque printed, you will be charged an administrative fee.
- Some course fees include a non-refundable materials fee. In those cases, this would be noted next to the fee on the course's web page.

- Transfers are considered a withdrawal from the first course and a registration in the second. Full fees apply for the second course chosen, but the fee you paid for the first course is credited to the second course. You are responsible for any fee remaining after the original payment is credited, but any overpayment is refunded.
- The college charges an administrative fee for each transfer you request. However, if the college cancels your course, there is no administrative fee if you transfer and apply your fees to another course registration.
- **You must request a transfer in writing and in person.** To request a transfer, visit any Student Service Centre, complete a Student Action Form and submit the form with any payment (if applicable). You must bring a piece of government-issued photo identification (for example, a driver's licence). In order to transfer into or out of a one-day course **or** a course of 12 hours or fewer **or** a course that ends after fewer than 10 business days (including the first scheduled day of class), you must submit your Student Action Form to the Student Service Centre at least 10 days before the start of the course. In order to transfer into or out of a typical Continuing Education course, you must submit your Student Action Form to the Student Service Centre before the third scheduled class of the course out of which you wish to transfer. (Note: Space must be available in the course into which you wish to transfer.)

- If you stop attending your course without officially withdrawing, you will receive a failing grade (which will be recorded on your grade report) and will **not** receive any sort of refund.
- To withdraw from a Continuing Education course and receive a refund of some/all of your fees less an administrative fee, you must officially withdraw in the timeframe laid out for your course in our refund policy. To withdraw from a Continuing Education course without academic penalty (a failing grade), you must officially withdraw before 60% of the scheduled classes/meetings are held.
- **You must officially withdraw in writing.** To officially withdraw via email, send your request to withdraw to [ceereg@georgebrown.ca](mailto:ceereg@georgebrown.ca). Your request should include your name, your student ID number, the course registration number (CRN) of the class section in which you are registered, and the reason you are withdrawing. To officially withdraw in person, visit any Student Service Centre and complete and submit a Student Action Form. You must bring a piece of government-issued photo identification (for example, a driver's licence).