CONTINUING EDUCATION ADMISSION/REGISTRATION

Continuing Education - BOX 3000, The Pas, Manitoba R9A 1M7
Contact Information: Phone: (204)627-8185 Toll-Free: (866) 627-8500 Email: ceregistration@ucn.ca Room #118 The Pas Campus

PERSONAL INFORMATION		CURRENT MAILING ADDRESS	
Last Name:		**PO Box or Street:**	
Given Names:		**City:**	**Province:**
Former Names:		**Phone:**	**Postal Code:**
UCN ID #:	**Date of Birth (M/D/Y)**	**International Applicant:** ◯ Yes ◯ No	
Email Address:			**SIN:**
Gender: ◯ Male ◯ Female ◯ Another Gender Identity		Do you identify as an Indigenous person? ◯ Yes ◯ No	

COURSE REGISTRATION

YEAR/ TERM	DEPT. CODE	COURSE NUMBER	SECTION	COURSE TITLE	COURSE FEE

*******All areas of the form must be completed and signed before submission******

STUDENT'S Signature Required: _____ **DATE:**_____/_____/_____
Parent/Guardian signature is required if the applicant is 17 years of age or younger on the first day of class

To release information to the Sponsor, complete the "UCN Authorization to Release Information Form" at www.ucn.ca.

Payment Information

FEES: COURSE FEES $_____
OTHER $_____
TOTAL **$**_____

PAYMENT TYPE (select one):
◯ Credit card (MC/Visa) ◯ Cheque (mail or in-person) ◯ Cash (in person ONLY)
◯ INTERAC (in person ONLY) ◯ PO (email)
◯ Training Authorization Notification (email)
◯ UCN Authorization to Invoice Sponsor Name: _____

Credit Card Information:
Name on Card: _____ **Signature:** _____
Card Number: _____ **CVV:** _____ **Expiry:** _____ /_____

DATE PROCESSED:	PROCESSED by:

NOTE: Registration is not complete until ALL fee payment or fee payment arrangements have been made with the institution.
This registration is subject to ALL relevant university and faculty or school regulations as in effect during this registration period.

Continuing Education Refund Policy:

- 100% refund if course is cancelled by UCN.
- Refund date varies by course. Refund information provided to registrants via course advertisement, or at time of registration.

Personal Information Collection and Disclosure

The University College of the North will use personal information collected on this form for admission and registration purposes. It is collected under the general authority of the UCN Act and is protected by the Manitoba *Freedom of Information and Protection of Privacy Act (FIPPA).*

The information will be used to admit you as a student, assign you a student number, register you in classes and record your grades, create your permanent student record, and, if required, for specific programs/courses, provide you with student privileges (library, voting in elections and use of recreation facilities). It will also be used for accounting and correspondence related to admission and registration. Information regarding graduation and awards may be made public. Elements of your personal information may be used for alumni contact purposes. Finally, personal information may be used to research university college enrolment and related statistical profiling activities.

Your personal information is protected under the *Freedom of Information and Protection of Privacy Act (FIPPA).* If you have any questions about collecting and using this information, please contact **FIPPA Coordinator, Box 3000, 436 7th Street, University College of the North, The Pas MB, R9A 1M7, 204-627-8500**. Under the federal *Privacy Act*, individuals can request access to their own individual information held on federal information banks, including those held by Statistics Canada. Students who do not want their information utilized can ask Statistics Canada to remove their identifying information from the national database.