

Last Name: _____ First: _____ Middle: _____ Gender: M F

Address: _____ Birth Date: _____

City: _____ Province: _____ Postal Code: _____

E-mail Address: _____

Home Phone: _____ Work/Cell Phone: _____

Are you a returning Continuing Education student? Y ID number: _____ N

Are you currently a Durham College Post-secondary student? Y ID number: _____ N

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

Special Needs: _____

Course	Code	Campus	Start Date	Day	Time	Fee

**Please note:
Personal cheques are no longer accepted.**

Total Fees: \$ _____

VISA MasterCard American Express CVV/CVC code: _____

Credit Card Number: _____ Expiry Date: _____

Card Holder Name: _____ Card Holder 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 and Refunds

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below. You must complete an Official Withdrawal Form and submit it to the Continuing Education Office. Forms are available in the Registration and Continuing Education offices as well as online at www.durhamcollege.ca/coned. All withdrawals are subject to a \$30 administration fee.

In-class Courses

Students may withdraw/transfer prior to the start of the third class. You are allowed one transfer per semester; transfers are not eligible for a withdrawal refund.

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.

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

Seminars 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 course start date. After the final withdrawal date no refunds/transfers will be issued. Visit www.durhamcollege.ca/coned, click on Distance and Online Education, 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.

PLAR

Fees for PLAR are non-refundable.

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 permanentl recorded on the student's transcript.