

# CE COURSE REGISTRATION FORM

Name: \_\_\_\_\_  Male  Female  
(FIRST) (LAST)

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Birthdate (dd/mm/yy): \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (bus.): \_\_\_\_\_

E-mail: \_\_\_\_\_

CRN	Course Name	Tuition Fee
Total _____		
Amount enclosed \$ _____		

### Payment by

Cheque (make payable to Douglas College)

VISA: \_\_\_\_\_ Expiry: \_\_\_\_\_

MasterCard: \_\_\_\_\_ Expiry: \_\_\_\_\_

All courses are held at Douglas College unless otherwise noted. If you receive more than one brochure, please pass one on to a friend.

If registering by mail, please send this form with your payment to:

Douglas College Registrar's Office, Continuing Education Registration  
 PO Box 2503, New Westminster, BC V3L 5B2

Telephone Registration: 604-527-5472 or fax 604-527-5696 by VISA or MasterCard only.

**Refund Policy:** Full refunds will be issued if the College cancels a course.\*

**NOTE:** A full refund, less a \$15 processing fee will be issued if a written request for a refund is received by Continuing Education three working days prior to the start of any course. Fees for materials, supplies, books, etc., are not refundable.

There are no refunds or transfers on home study courses.

\*Refund Policy Exception: In the event of a labour dispute, courses cancelled by the College will be refunded on a pro-rated basis depending on the number of classes scheduled before the labour dispute began.