



802 Manning Rd, NE  
 Calgary, AB., T2E 7N8  
 Phone: 403.235.9300

## CONTINUING EDUCATION REGISTRATION

### Academic Preparation/Upgrading, & Evening ESL Courses

\*Copy of this registration is to be provided to the student upon payment of fees. Student will please read the Continuing Education Policy as stated on the reverse side and sign the form.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Columbia College Student ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Have you already taken any Continuing Education Courses at Columbia College?      Yes      No

Academic Preparation College Prep (Placement test required)	Start Date	Tuition Fee *International Fee \$525/40 hour course	Select
ENGL 072 Intermediate English Grammar & Writing Fluency		\$250	
ENGL 073 Advanced English Grammar & Writing Fluency Part 1		\$250	
ENGL 074 Advanced English Grammar & Writing Fluency Part 2		\$250	
ENGL117 Developing Advanced Critical Thinking, Reading and Writing Skills <b>*10 week/80 hour course*</b>		\$500	
ENGL 102 English for Professional Purposes		\$250	
Math 101 Foundation Mathematics for Professionals		\$250	
Math 102 Intermediate Mathematics for Professionals		\$250	
Math 113 Foundation Mathematics for Business Professionals		\$250	
BIO 101 Biology for Health Care Professionals 1		\$250	
BIO 102 Biology for Health Care Professionals 2		\$250	
CPNP 010 Introduction to Health Care Medical Terminology <b>*10 week/40 hour course*</b>		\$250	

<b>Academic Skills Upgrading – Continuous Learning Courses – (Topics: Gr. 3 -9) (*Placement Test required)</b>		International Fee: \$405	Select Level
Reading & Writing Levels: Foundations, Intermediate, Advanced CONL073, CONL075, CONL079		\$270	
Mathematics Levels: Foundations, Intermediate, Advanced CONL083, CONL085, CONL089		\$270	
<b>Evening ESL Courses (choose your level – 1 or 2) ESL Assessment required</b>		International Fee \$405	Select Level
<b>Improve your Listening &amp; Speaking Skills</b>			
CONL013 Foundations Level 1 (CLB < 4)		\$270	
CONL015/020 Intermediate (CLB 4 & 5)		\$270	Level
CONL025/030 Advanced (CLB 6, 7, & 8)		\$270	Level
<b>Improve your Reading, Writing, and Grammar Skills!</b>			
CONL033 Foundations Level 1 (CLB < 4)		\$270	
CONL035/040 Intermediate (CLB 4 & 5)		\$270	Level
CONL045/050 Advanced Level (CLB 6, 7, & 8)		\$270	Level
<b>Improve your Pronunciation &amp; Speech Clarity (CLB 4 and higher)</b>	* Placement Test Required	\$270	
<b>Placement Tests (*Required)</b>			
*Academic Skills Placement Test (Gr. 3-9)		\$50	
Intensive Academic Preparation Placement Test		\$50	
ESL Placement Test		\$50	
<b>TOTAL FEES PAID</b>			

### Continuing Education Policy

Course Cancellation Policy: All classes are subject to cancellation if there are insufficient registrations. If course is cancelled by the College, the student may either transfer to another course (space permitting) or receive a full refund. Credit card refunds will be credited to the registrant's credit card account and cash payments will receive a refund with a mailed cheque.

Withdrawal Policy: To be eligible for a refund, the College must be notified no later than 2 weeks prior to the course start date. Refund requests received less than two weeks prior to a course start date will not be eligible for a refund. All Continuing Education withdrawals are subject to a non-refundable, non-transferable administration fee of \$50.00.

Textbooks & Materials: Textbooks and other learning materials may be purchased from the Bookstore. A student must have the required textbook in class. If a course is cancelled by the College, a full refund will be provided to the student if the text is returned in its original condition. Shrink-wrapped texts must be returned with the shrink-wrap in place. If a student withdraws from the course 2 weeks prior to the course start date, refund on textbooks will be provided if the textbooks are in the original state as described above. If the student withdraws once the course has started, there are no refunds on books or workbooks. Condition of the textbook is determined by the College.

I have read and understand this policy.

Participant's Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

April 12, 2017