

# CONTINUING EDUCATION ENROLMENT FORM

<b>COUNTRY OF CITIZENSHIP</b> <hr/>	<b>INDIGENOUS APPLICANTS</b> IF YOU WISH TO DECLARE YOUR INDIGENOUS ANCESTRY FOR THE PURPOSE OF DEVELOPING SUPPORT SERVICES, PROGRAMS, AND STATISTICAL PURPOSES, PLEASE INDICATE: <input type="radio"/> FIRST NATIONS – STATUS <input type="radio"/> FIRST NATIONS – NON STATUS <input type="radio"/> MÉTIS <input type="radio"/> INUIT	CHEQUES OR MONEY ORDERS SHOULD BE MADE PAYABLE TO MACEWAN UNIVERSITY. FEES MUST BE PAID AT THE TIME OF ENROLMENT. SPONSORED STUDENTS MUST SHOW PROOF OF SPONSORSHIP WHEN THEY ENROL.	<b>NOTE</b> A <b>NON-REFUNDABLE</b> \$10.00 STUDENT ID CARD FEE WILL BE ASSESSED FOR ALL NEW STUDENTS ENROLLING IN THEIR FIRST CREDIT COURSE.
<b>RESIDENCY STATUS</b> <input type="radio"/> CANADIAN CITIZEN <input type="radio"/> PERMANENT RESIDENT/ LANDED IMMIGRANT <input type="radio"/> STUDY PERMIT <input type="radio"/> OTHER VISA			

## PERSONAL INFORMATION

PLEASE FILL IN ALL INFORMATION IN FULL (PLEASE PRINT)

HAVE YOUR PREVIOUSLY ATTENDED OR APPLIED AT MACEWAN UNIVERSITY?       YES       NO

<b>STUDENT ID NO.:</b>		<b>PROGRAM:</b>	
<b>FAMILY (LAST) NAME:</b>		<b>FORMER NAME(S) (IF APPLICABLE)</b>	
<b>FIRST NAME (LEGAL):</b>		<b>MIDDLE NAME (LEGAL):</b>	
<b>STREET ADDRESS:</b>		<b>CITY/TOWN:</b>	
<b>PROVINCE:</b>		<b>POSTAL CODE:</b>	<b>COUNTRY</b>
<b>BIRTH DATE:</b> MM _____ DD _____ YY _____		<b>EMAIL ADDRESS:</b>	
<b>HOME PH.:</b>	<b>CELL:</b>	<b>WORK PH.:</b>	<b>EXT.</b>

## ENROL IN THE FOLLOWING COURSES...

<input type="radio"/> FALL (SEPT-DEC) COURSE #	<input type="radio"/> WINTER (JAN-APR) SECTION #	<input type="radio"/> SPRING/SUMMER (MAY-AUG) COURSE TITLE	START DATE	END DATE	START TIME
EXAMPLE WRIT 0141	OP01	THE BASICS OF EDITING	OCT 22	OCT 29	9 a.m.

BY THE ACT OF APPLYING TO A PROGRAM AND/ OR ENROLMENT INTO COURSES, EACH STUDENT AGREES TO BE BOUND BY THE POLICIES AND PROCEDURES OF THE UNIVERSITY.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## PAYMENT INFORMATION

Payment should be made as soon as possible after enrollment and is required before the start of the scheduled course or students may be subject to repayment. Payment cannot be made over the phone or through email.

- Students can pay online by signing into the MacEwan University Student System at <http://myportal.macewan.ca/> Please note: new students will not have access until 24 hours after registration.
- You can also pay for the course(s) by cheque, debit or credit card in person at Allard Hall, 5th floor at the Student Support Centre 11-521.

MacEwan values the security of your personal information. In accordance with the Payment Card Industry standards, MacEwan is no longer processing credit card data received over the phone or by email. The receipt of credit card information via email is strictly prohibited by the University. Data contained in the email is unencrypted and susceptible to theft by fraudulent individuals. If emails are sent for the payment of registration fees, your payment will not be processed.

You must contact the appropriate person to arrange for payment using an alternative method.

### PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at [privacy@macewan.ca](mailto:privacy@macewan.ca)