



# Durham College Continuing Education Registration Form

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Are you a returning Continuing Education student?  Y  N

Are you currently a Durham College Post-secondary student?  Y  N

Please note the Certificate/Diploma you are working toward: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Course	Code	Campus	Start Date	Day	Time	Fee

Please make cheque payable to **Durham College**  
2000 Simcoe St. N., Oshawa, ON. L1H 7K4  
**NO post-dated cheques accepted.** Ensure payment is enclosed.

**Total Fee: \$** \_\_\_\_\_

VISA  MasterCard  American Express Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 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](http://www.durhamcollege.ca/coned). All withdrawals are subject to a \$30 administration fee.

In-class:

Students may withdraw prior to the start of the third class and receive a refund minus a \$30 administration fee. After that time, no refunds will be issued.

Weekend Courses and Seminars:

Students may withdraw no later than three college days prior to the scheduled start date and receive a refund minus a \$30 administration fee. After that date, no refunds will be issued.

Motorcycle Training:

Students may withdraw no later than three college days prior to the scheduled start date and receive a refund minus a \$30 administration fee. After that date, no refunds will be issued.

Correspondence Courses:

Students may withdraw prior to the end of the second scheduled week and receive a refund minus a \$30 administration fee. After the end of the second week, no refunds will be issued. Also, any course materials (e.g. books, reference materials or supplies included in the course fee) must be returned to the Continuing Education office before a refund will be issued.

Online Courses:

Students may withdraw prior to the final withdrawal date posted on the College's Continuing Education Online website and receive a refund minus a \$30 administration fee. After the final withdrawal date posted on the website, no refunds will be issued ([www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned) and click Online, Getting Started, Important Dates).

Withdrawal without Academic Penalty

To avoid academic penalty, the Official Withdrawal Form must be received four weeks prior to the course end date.

**Note:**

Textbooks may not be returned once the wrapper has been removed.

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F31, this is to advise you that the personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, Director, Human Rights and Benefits, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000, ext. 2223.