

# 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 \$10.00</b> 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

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

## 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

**\*DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL\***

<input type="radio"/> CASH/DEBIT (IN PERSON ONLY)	<input type="radio"/> CHEQUE (MACEWAN UNIVERSITY SCHOOL OF CONTINUING EDUCATION)	<input type="radio"/> VISA	<input type="radio"/> MASTER CARD	<input type="radio"/> MONEY ORDER
CREDIT CARD #:		EXPIRY DATE:		
CARDHOLDER NAME:		CARDHOLDER'S SIGNATURE:		

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 the authority of section 65 of the Post-Secondary Learning Act and section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act. It will be used for the purpose of facilitating your registration and enrollment to program(s)/course(s) of studies at MacEwan University, to administer and evaluate these programs/courses, and for marketing, reporting and statistical purposes. The provisions of Alberta's Freedom of Information and Protection of Privacy Act protect this personal information. If you have any questions about the collection or use of this information, contact Privacy and Information Management at MacEwan University at 10700 – 104 Avenue NW, Edmonton, AB. T5J 4S2, Tel. 780.497.5423 or [privacy@macewan.ca](mailto:privacy@macewan.ca). You may also wish to view the Privacy Notice for Applicants, Prospective, Current, or Former Students in the Academic Calendar which further explains how MacEwan University collects, uses, and shares personal information relating to applicants and prospective, current, or former students.