

e-mail			Student Name (Last Name, First Name)			
Date of Birth Month Day Year		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Country of Citizenship <input type="checkbox"/> Canada <input type="checkbox"/> Other:	Status (If Not Canadian) <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Student Authorization	
Mailing Address (Number and Street)					R.N. Number (If Applicable)	
City/Town			Prov.	Postal Code	Home Phone Number	
Work Phone Number		FAX Phone Number		Company Name		

	NAME AND LOCATION	YEARS COMPLETED	PROGRAM/DEGREE	DATE OF ATTENDANCE MMYY-MMY
LAST HIGH SCHOOL				
COLLEGES AND/OR INSTITUTES				
UNIVERSITIES				

COURSE REGISTRATION

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)		Start Date			End Date		
			Fee	Special Fee	Month	Day	Year	Month	Day	Year
TOTAL FEES										

Payment of Fees: Full Fees Paid by You Full Fees Paid by Employer (Approval Attached) Special Arrangement (Approval Attached)

FOR "MAIL IN" OR "FAX IN" APPLICATIONS

Paid By: Cheque/Money Order (Enclosed)
 Visa

Card No.:

Month		Year		Month		Year	
Issue Date:		Expiry Date:					

TOTAL AMOUNT PAID

\$

Signature: _____

SPECIAL ARRANGEMENT: I understand that the full cost of this course is \$ _____ and I agree to make a cash deposit of \$ _____ on or before the day I enter the school and pay the balance of \$ _____ on _____

The school has been certified as an educational institute and approved by the Minister of Human Resources and Social Development Canada (HRDC) under subparagraphs 118.5(1)(a)(ii) and 118.6(1)(a)(ii) of the Income Tax Act. Tuition fees are exempt from HST. You may transfer the required amount to the account of the Canadian Institute of Gemology at Toronto Dominion Bank, 19711 Willowbrook Dr., Langley, B.C. V2Y 2T6. Transit#91920 Account #0960-0741046.

I am wearing corrective lenses/glasses: yes no

I have perfect colour vision: yes no do not know

Please list any medical condition that may affect your studies such as dyslexia, etc.

I understand that the school will be operated in conformity with the regulations and directives effective in the province in which the school operates and that no tuition fees or payments will be refunded excepting in accordance with those regulations and directives. I further state that I have received and read in its entirety, the provisions for tuition refund, the content of the school's dispute resolution and dismissal policy. I accept this application as a basis of agreement and have received a copy of it. The school reserves the right to change course fees not covered in this agreement and if necessary to make adjustments to the curriculum and course requirements without further notice.

Student Signature

Date: _____

Institution Representative's Signature

Date: _____

Please turn the page.

Please read the following regulations carefully before registering

If a course is cancelled the student is entitled to a full refund of tuition paid.

(1) Refunds in the Cases of Withdrawal or Dismissal

Written notice must be provided by

- (a) a student to the institution when the student withdraws, and
- (b) the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.

(2) Refunds before the course starts :

- (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the course starts, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.
- (b) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the course starts, the institution may retain 10% of the total fees due under the contract.
- (c) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the course starts, the institution may retain 20% of the total fees due under the contract.

(3) Refunds after the course starts:

- (a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the course's duration, the institution may retain 30% of the total fees due under the contract.
- (b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the course's duration, the institution may retain 50% of the total fees due under the contract.
- (c) If a student withdraws or is dismissed after 30% of the course's duration, no refund is required.

(4) Other Refund Policy Requirements

- (a) Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within ten (10) days.
- (b) Where the delivery of the course is through home study or distance education, refunds must be based on the percent of the course completed at the rates specified in Section (2) of these regulations.