

Student Registration Form

First Name:	Last Name:
Email:	Social Insurance Number:
Home Telephone:	Other Telephone:
Address:	
City or Town:	
Province:	Postal Code:

I hereby apply for enrollment in the following course(s), (specific details are attached and have been provided):

	Course Title	Tuition*		Course Title	Tuition*
1		\$	6		\$
2		\$	7		\$
3		\$	8		\$
4		\$	9		\$
5		\$	10		\$

My signature below authorizes Academy of Learning to charge my credit card for the course title listed above.

Name on Credit Card:	Credit Card Number:
Expiry:	CCV:
Credit Card Type: VISA /MasterCard	E-transfer – payment@aolpei.ca

Electronic Signature: _____

Date: _____

In consideration of your accepting this application, I/we have read and hereby accept the conditions and regulations and agree to be jointly and severally liable for the contract amount stated herein. I/we have read, understood and agree to the terms and conditions stipulated on the reverse hereof. I/we also confirm that I/we have received a copy of the Academy of Learning's Privacy Policy, which is detailed on Appendix A and forms part of this contract. I/we understand that this contract may not be cancelled. I/we agree that if an installment remains unpaid for one month after its due date, the whole balance will then be deemed to be due and payable, and if attorneys are instructed to recover any amounts due, I/we will be liable for all costs and collection charges. This contract is not subject to the *Private Career Colleges Act*.

Email this completed form to: kmcquaid@aolpei.ca

TERMS AND CONDITIONS OF ENROLLMENT

1. All course fees are due and payable on commencement of the program unless specific arrangements have been made with the Admissions Office.
2. To register for and to reserve a seat in any course, all applicants must include full payment for the program or the registration fee, which will be applied to the course fee, the balance of which is to be paid on commencement of the course, unless specific arrangements have been made with the Admissions Office.
3. Course fees are tax deductible and a tax certificate will be issued in accordance with the guidelines of federal government.
4. Certain courses can only be enrolled in, once prerequisite courses or equivalents have been taken. Refer to the course outline of each course for prerequisites, or consult one of our Admissions Officers.
5. No refund will be given for occasional absences from scheduled classes.
6. Course Credit is not given until all financial obligations to the Academy of Learning have been met.
7. The Academy of Learning reserves the right to schedule courses within the curriculum in such order as it may deem appropriate, to modify its curriculum, programs, commencement dates, rules and regulations whenever it deems necessary, without notice
8. All courses are held subject to sufficient enrollment, and may be postponed at the discretion of the college, and any fees paid will be credited to that future course or refunded according the Refund Policy of Academy of Learning.
9. If an applicant is unable to commence a program on the date arranged, the applicant must notify the Admissions Office as early as possible to arrange an alternate commencement date and any fees paid will be credited to that future course.
10. The duration of the course as shown on the program outline indicates the time it should take the student to complete the course. If the student finishes the course in less than the time that is stated, the total course fee is still applicable. If the student takes longer than the time as indicated, the student may be charged additional fees based on the tuition rate in effect at that time, solely at the discretion of the Admissions Office.
11. Rather than conventional classroom instruction a student works as an individual, using a computer (where applicable) and workbooks combined with audio instruction in a step-by-step process. A trained facilitator is always present to give individualized help as needed by each student.
12. A student enrolled in on-line courses works as an individual, using a computer and workbooks and instruction and guidance from the facilitator or the on-line instructor.
13. The student may choose the hours of attendance which suit his or her circumstances, and may put in additional hours without extra charge; providing that arrangements have been made to reserve a computer for this purpose. However, the student is obligated to complete the program within the time frame determined by the given end-date and the college's guidelines for completing individual courses. The College must approve any extension.
14. It is to the student's advantage to arrive at least 5 minutes before the start of the session.
15. The Academy of Learning is not responsible for loss of personal property or for personal injury from whatever cause.
16. The applicable Terms and Conditions above shall apply to all courses of Academy of Learning.
17. Students and the Academy of Learning are required to follow the provisions of the current edition of the "Student Handbook".