

CEIT Registration Form

PERSONAL INFORMATION (Please print clearly)

Have you previously registered in a credit course or program at NWCC? Yes No
 If yes, has all of the information below been previously recorded? Yes No

*Last name:		*First name:		Middle name:	
*List other surname name(s) you may have used when taking courses at NWCC:			E-mail Address:		
*Permanent Address (mail will be sent to this address):			Local Address (while attending NWCC, if known):		
*City:	*Province:	*Postal Code:	City:	Province:	Postal Code:
*Home Telephone #:		Business Telephone #:		Other Telephone #:	
Female <input type="checkbox"/>	*Date of Birth: (Yr/Mth/Day)		Optional statistical information:		
Male <input type="checkbox"/>	/ /		Do you identify yourself as an Aboriginal person?		
Social Insurance Number (for tax purposes):			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			If you identify yourself as an Aboriginal person, are you (select one or more): First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/>		

**Please note items marked with an asterisk (*) are mandatory for registration. Birthdate information will be used solely for statistical purposes and to plan future courses and programs. Social insurance numbers are collected for tax purposes. All mandatory information is collected under the authority of the College and Institute Act (RSBC 1996, ch. 52). This personal information will be used to verify the student's Personal Education Number (PEN), required by the Province of British Columbia, or to assign PEN numbers to students. The PEN is used to measure participation of the population in the post-secondary sector and for program research and evaluation. This form will be destroyed once the information has been entered into the college information system.*

COURSE INFORMATION (Please print clearly)

Course Name(s)	Course Dates	Fees
Total Fees		

PAYMENT INFORMATION

Funding agencies must follow instructions below. Students must fill out payment information.

<p>FOR FUNDING AGENCIES:</p> <p>1. Have student complete the information above and sign the back of this form.</p> <p>2. Drop off or fax this completed Registration Form along with an Authorization to Invoice letter to your local campus. Contact info for Northwest Community College campuses is listed on the other side of this form.</p>	<p>FOR STUDENTS:</p> <p>Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Purchase Order <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/></p> <p>Credit Card Number: _____</p> <p>Cardholder's Name: _____</p> <p>Signature of Cardholder: _____</p> <p>Expiry Date: _____</p>
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CEIT Registration Form cont.

GENERAL INFORMATION

The College may announce the names of students and use their photographs in promotion and communication materials. Students with privacy concerns are urged to advise campus staff at the earliest possible time.

DECLARATION

1. The information in this registration form is, to the best of my knowledge, complete and correct.
2. I agree to follow the rules and regulations of the College as listed on the Northwest Community College Web site or as amended by the College Board.
3. I agree to Northwest Community College's Continuing Education & Industry Training department policies for cancellation, withdrawal and refunds as listed on the Northwest Community College Web site.
4. I understand that courses may be subject to minimum enrolments.
5. I understand that personal information from this application will be used to verify my Personal Education Number (PEN) or one will be assigned to me for the purpose of research and evaluation. Any information released will be in a non-identifiable form.
6. I understand that both the information provided and any other information placed on my student record will be protected and used in compliance with *Bill 50 Freedom of Information and Protection of Privacy Act (1992)* and the operations of the College. Information collected and maintained as part of my student record is collected under the authority of the *Colleges and Institutions Act*.

SIGNED: _____ DATE: _____

Call, drop off or fax to:

Continuing Education & Industry Training Department, Northwest Community College

Toll Free: 1-877-277-2288

Hazelton	4815 Swannell Drive, P.O. Box 338, Hazelton, BC V0J 1Y0	Tel: 250.842.5291	Fax: 250.842.5813
Houston	3221 - 14th Street, West, P.O. Box 1277, Houston, BC V0J 1Z0	Tel: 250.845.7266	Fax: 250.845.5629
Kitimat	606 Mountainview Square, Kitimat, BC V8C 2N2	Tel: 250.632.4766	Fax: 250.632.5069
Queen Charlotte	138 Bay Street, P.O. Box 67, Queen Charlotte, BC V0T 1S0	Tel: 250.559.8222	Fax: 250.559.8219
Prince Rupert	353 Fifth Street, Prince Rupert, BC V8J 3L6	Tel: 250.624.6054	Fax: 250.624.3923
Masset	1730 Hodges, P.O. Box 559, Masset, BC V0T 1M0	Tel: 250.626.3670	Fax: 250.626.3680
Smithers	3966 2nd Avenue, P.O. Box 3606, Smithers, BC V0J 2N0	Tel: 250.847.4461	Fax: 250.847.4568
Terrace	5331 McConnell Avenue, Terrace, BC V8G 4X2	Tel: 250.635.6511	Fax: 250.638.5432