



ROYAL ROADS UNIVERSITY

Continuing Education Course Registration Form

CODE – Advancing Health Leadership (HSLD 570 Y1213P-01)

Course Dates: May 14 – June 16, 2012

Course Timeline: 2 weeks online May 27 – June 1, 2012 Onsite in Wakefield, PQ 2 weeks online

Failure to complete one or more sections of this form may delay the processing of your registration. If you have any questions about the information required in this form, please contact Daniel Nelson 250-391-2600 ext 4476 or daniel.1nelson@royalroads.ca. Please submit this registration form (by fax, email or regular mail) directly to:

Daniel Nelson
Royal Roads University
2005 Sooke Road
Victoria, BC, V9B 5Y2

Fax: 250-391-2596
Email: daniel.1nelson@royalroads.ca

RRU Student Number (if applicable): _____

1. Legal Name

Mr./Ms./Mrs./Miss Family/Surname Legal First Name Middle Name Preferred Name

Previous Family/Surnames (if any)

2. Mailing Address

Unit Number Street Address

City Province/State Country Postal/Zip Code

Phone Numbers (Include area code.): Day Evening

Email Address: _____

3. Personal Information

Date of Birth (year/month/day) Gender: Female Male

BC Provincial Education Number (PEN) (if known)

Primary Language: English French Other If other, please specify

Immigration Status: Canadian Citizen Permanent Resident
Student Visa Other Visa

Country of Citizenship if not Canada: Date of Entry to Canada

Note: Students should be aware that English is the primary language of instruction at Royal Roads University and those whose primary language is not English may be asked to submit evidence of English competence.

Do you identify yourself as an Aboriginal person, that is, First Nations, Metis or Inuit? Yes

If you identified yourself as an Aboriginal person, are you: Metis Inuit First Nations

4. Total Number of Years Work Experience _____

Current Employer _____

Position _____

5. Education History (Attach a separate sheet if necessary. List most recent first)

Applicants are responsible for declaring all post secondary education completed.

Institution Name, Country	Program Name	Program Start and End Dates	Program Type/Credential Awarded and Year

6. Registration Fee

Each course registration must be accompanied by a non-refundable Registration fee. (For a listing of current fee rates see <http://www.royalroads.ca/finances/tuition-fees/>). The Registration Fee is not applicable to tuition charged for the course.

7. Collection & Use of Personal Information

Royal Roads University gathers and maintains information used for the purposes of admissions, registration, and other fundamental activities related to being a member of the University community, and to enrolling learners in a public post secondary institution in the Province of British Columbia pursuant to the University Act, (RSBC 1996), the Royal Roads University Act (RSBC 1996), and section 26 of the Freedom and Information and Protection of Privacy Act (RSBC 1996). Details may be obtained from the Office of the Registrar or may be found <http://www.royalroads.ca/admissions/how-apply/foipop>.

8. Registration Declaration

- a. I hereby declare that the information I have submitted in this registration form is true and correct to the best of my knowledge.
- b. I understand that completion of this signed registration form permits Royal Roads University to request and/or confirm any information necessary to support my registration. The submission of false statements and documents will result in the immediate and permanent cancellation of registration to Royal Roads University and that information on falsifications will be shared with the Association of Registrars of Universities and Colleges of Canada.
- c. I understand that successful completion in courses as a Continuing Education student does not guarantee acceptance into certificate, diploma, or degree programs at the University.

Signature

Date

Tuition and Fees: Registration for this course will not be processed until the course tuition and registration fee have been received.

Registration Fee (non-refundable): **\$26.00**
Course Tuition: **\$4,174.00**
Total: **\$4,200.00**

Refund Policy: For information on the refund policy please see <http://www.royalroads.ca/finance/finances>.

Payment made by: Cheque Credit Card (below) Sponsoring Organization (specify) _____
If your organization is sponsoring your attendance, please have them complete the [sponsor form](#), and include with your registration form.

Credit card information to be completed by cardholder:

I authorize Royal Roads University to process my credit card for the amount above:

Visa MasterCard American Express

Card Number _____ Expiry Date _____ *Card Verification Number _____

Cardholder Name (as it appears on the card) _____

Signature of Cardholder _____

*This is the 3 digit number on the back of a Visa or Mastercard and the 4 digit number on the front right hand side of Amex
Last Revised: November 1, 2012