Continuing Education
Registration Form

GEORGE BROWN COLLEGE

Note: You are responsible for knowing and understanding the College policies on course refunds, withdrawals and transfers as well as all other College policies relating to your academic study. Some of these policies can be found on the back of this form; the complete policies document can be found online at georgebrown.ca/policies.

Please print clearly.

Have you registered at George Brown College before? ☐ **Yes** ☐ **No**

Student ID Number *(if you have one)*

Date of Birth — D D M M M Y Y Y Y

Last Name

First Name

Middle Name

Number/Street

Apartment

City

Province

Postal Code

Business Phone *(include area code)* — Ext.

Home Phone *(include area code)*

Please provide both phone numbers so we can contact you if necessary.

Email Address

This email address will be used by George Brown College to send you important updates such as class schedule changes. Please print clearly, and use an email address you check frequently.

Are you a permanent resident of Canada? ☐ **Yes** ☐ **No**

Please note that international student fees may apply.

Do you have Ontario Grade 12 or equivalent? ☐ **Yes** ☐ **No**

1

CRN (Course Reference Number)

Course Code

Course Start Date — D D M M M Y Y Y Y

Course Name

$ **Fee**

Course End Date — D D M M M Y Y Y Y

2

CRN (Course Reference Number)

Course Code

Course Start Date — D D M M M Y Y Y Y

Course Name

$ **Fee**

Course End Date — D D M M M Y Y Y Y

1+2

$ **TOTAL FEES**

This form must be filled out in full, and payment must be included.

The personal information collected on this form is collected under the legal authority of Section 2 of the *Ontario Colleges of Applied Arts and Technology Act, 2002*. The information is used by the College for administrative and statistical purposes, including (but not limited to) admissions, registration and record maintenance; awards and scholarships; administrative functions of Alumni Relations (which may include affinity relationships with those providing services to alumni via companies that offer discounts to alumni only) and other forms of fundraising; and the George Brown College Foundation (fundraising, awards and scholarships), and by the ministries or agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 38 (2) and section 39 (2) of the *Freedom of Information and Protection of Privacy Act* of Ontario. If you have any questions or concerns in this area, contact the Freedom of Information Co-ordinator at 416-415-5000, ext. 4646.

Payment Information

☐ **Visa** ☐ **MasterCard** ☐ **American Express** ☐ **cheque*** ☐ **money order*** ☐ **debit card†**

Card Number

Card Expiry Date — M M Y Y

Verification Number

Cardholder Name *(print)*

Signature

* Cheques and money orders must be payable to George Brown College. The college does **not** accept post-dated cheques.

† Debit cards can be used for in-person registration only.

How to Register

- Registrations are accepted on a first-come, first-served basis.
- You must register in a course before the start of the second class or before 15% of the course hours have passed, or you must obtain the permission of the department. Teachers are not responsible for repeating course content covered in missed classes.
- **Course cancellations/changes may occur.**
- Not every course is offered every semester.
- For debit card payments, you must register in person.

Registering in Person

Payment Options: cash • cheque • credit card (American Express/MasterCard/Visa) • debit card • money order

- You must have course and class section information on hand. Browse the print calendar to find the course you want. Obtain the course code, and use it to find the course web page at coned.georgebrown.ca. Review the offerings, and note the course reference number (CRN) and start/end dates of the schedule that suits you. Feel free to use the lobby computers on campus to obtain the required information.
- Make your way to a Student Service Centre, and complete this registration form. Write in the course/class section details and personal information requested (making sure to use your full legal name). It is important that you provide your home and business telephone numbers and an email address to facilitate our contact with you. You can register in person at any campus; you do not have to register at the campus where your course is offered.
- Submit your registration form to a Student Service Centre representative If you are paying by cheque or money order (made payable to George Brown College), write your full legal name, daytime phone number and student ID number (if you have one) on the front of the cheque/money order. The college does **not** accept post-dated cheques. Personal cheques returned by your bank for reasons beyond the control of the college are subject to a $20 administrative fee.

Registering Online

Payment Options: credit card (American Express/MasterCard/Visa)

- Find the course(s) you want at coned.georgebrown.ca. Choose the course reference number (CRN) with the schedule you want by selecting the "REGISTER now" link.
- Confirm that the Selected Course information is correct. If you do not wish to add any additional courses, proceed to the next step.
- Provide the personal information requested (making sure to use your full legal name). It is important that you provide your home and business telephone numbers **and** an email address to facilitate our contact with you and to ensure you receive the email with your confirmation of registration and receipt.
- Confirm that you understand the policy information.
- Confirm your information, and submit your registration.
- Enter your credit card information.
- View the confirmation of registration screen, and print it for your records.

Administrative Policies

Refunds

- If your course has been cancelled, you will receive a full refund.
- If you want to withdraw from a course, you must withdraw officially. If you withdraw prior to the day of the first scheduled class, you will receive a full refund less a $20 administrative fee. If you withdraw up to 10 business days (including the first scheduled day of class) after the course start date, you will receive a full refund less 50% of the materials fee and a $20 administrative fee. **If you withdraw later than 10 business days (including the first scheduled day of class) after the course start date, you will not receive a refund.**
- To learn more about refunds when you withdraw from a module in the Electromechanical Technician Certificate, Electronics Technician Certificate, Programmable Logic Controllers (PLC) Certificate or Robotics Technician Certificate programs, visit coned.georgebrown.ca/redunds.
- Refunds are **not** given for one-day courses **or** courses of 12 hours or fewer **or** courses that end after fewer than 10 business days (including the first scheduled day of class) unless you officially withdraw 10 business days before the start of the course.
- **As of the time of this printing, refunds can only be made by cheque, regardless of your method of payment.** Please ensure that your student account reflects your current address and allow four weeks for processing and mail delivery of refund cheques. If you ask to have a duplicate cheque printed, you will be charged a $20 administrative fee.

Transfers

- Transfers are considered a withdrawal from the first course and a registration in the second. Full fees apply for the second course chosen, but original payments are credited to the second course and any overpayment is refunded.

- A $20 administrative fee is charged for each transfer. (There is no administrative fee to transfer from a cancelled course to an active one.)
- All requests to transfer must be made in writing and must be accompanied by a new registration form and the payment for any fees remaining after the original payment is credited. Your request to transfer (and the related documents/payments) must be submitted in person at a Student Service Centre.
- **A request for a course transfer is considered only if it is made before the third scheduled class of the course out of which you wish to transfer and if space is available in the course into which you wish to transfer.**
- Transfers are **not** allowed on one-day courses **or** courses of 12 hours or fewer **or** courses that end after fewer than 10 business days (including the first scheduled day of class) unless a written request to transfer is received by the Student Service Centre 10 days before the start of the course.

Withdrawals

- To withdraw from a course without academic penalty (i.e., a failing grade), you must withdraw officially before 60% of the scheduled classes/meetings are held. If you stop attending your class without officially withdrawing, you will receive a failing grade that will be recorded on your grade report, and you will **not** receive a refund of fees.
- To withdraw officially, you must email your request to withdraw to cereg@georgebrown.ca. Please include your name, your student ID number, the course registration number (CRN) of your class section and the reason for withdrawal. Alternatively, you can withdraw in person at any Student Service Centre.
- To learn about withdrawing from a module in the Electromechanical Technician Certificate, Electronics Technician Certificate, Programmable Logic Controllers (PLC) Certificate or Robotics Technician Certificate programs, visit coned.georgebrown.ca/withdrawls.

How to Fill Out the Registration Form

Typical Course Description

Course Name — **Film Studies**

Course Code — **GHUM 1080**

Explore the technical aspects of filmmaking, the historical development of film innovation and the interpretive models of film analysis. Consider film structure, camera use, lighting and editing, and explore Hollywood, international cinema, film interpretation and film theories.

Equivalent: GHUM 1079

Prerequisites: You must have completed grade 12 English.

Fee — **Fee:** $308.00

Hours: 42

CRN	Date	Day	Time	Location	Status
F16046	11Sep13 - 11Dec13	W	6:15-9:15pm	SJA	REGISTER now
W51471	15Jan14 - 16Apr14	W	6:15-9:15pm	SJA	REGISTER now
S82148	12May14 - 02Jul14	M & W	6:15-9:15pm	SJA	REGISTER now

CRN (Course Reference Number)
Course Start and End Dates

Continuing Education
Liberal Arts and Sciences

SEARCH   REGISTER   INFO   HELP   HOME

CURRENTLY BROWSING : LIBERAL ARTS AND SCIENCES - General Education Humanities (GHUM)

1 | S 8 2 1 4 8 (CRN Course Reference Number) | G H U M 1 0 8 0 (Course Code) | 1 2 M A Y 2 0 1 4 (Course Start Date)

Film Studies (Course Name) | $308 (Fee) | 0 2 J U L 2 0 1 4 (Course End Date)