

Student Enrollment Contract Instructions

Completed forms are to be returned to CBC to the attention of the Student Accounts Clerk, or submitted to the information desk at financial registration.

Students who are not eligible to sign this document (students under 19 years of age), should have their Parent or Guardian sign it and submit it as above. If the Parent or Guardian is temporarily unavailable to sign the contract, it should be submitted to the College within the prescribed time with contact information and the date when the Parent or Guardian will be available.

A copy of the Student Enrolment Contract will be placed in the student mailbox after financial registration is complete

Date – date the contract was signed

Mailbox # - students will be assigned a mailbox number during financial registration at which time the business office will complete this item

Student information - This should be the student's permanent place of residence, not residence during the academic school year if this is a temporary place of residence.

Program of study and current status within program (BA and non-BA contracts only) – please contact the admissions or academic department if you are uncertain of your chosen program of study or how to determine the current status. For your current status follow these examples:

- If a student is enrolled in the second semester of a BA program (total semesters in a BA program is 8), then he/she is in Semester “2 of 8”
- If a student is taking the program over extended duration (part-time), use # of credits completed to determine the status. Each 15 credit hours completed represents 1 semester. For example, a Diploma student who has attended 3 semesters with 9 credits completed in each semester (for a total of 27 credits completed), would be considered to be in semester “2 of 4”.

Addendum – initial acknowledging that you have reviewed and agree with the balance owing as noted on the Statement of Student Account.

Total fees payable under this contract – refer to the “Pay this amount” on the addendum

Refund Policy – initial acknowledging that you have read and understand the refund policies as provided on page 2 of the contract.

Please read and complete the entire student enrolment contract and review the addendum (Statement of Student Account) before signing this agreement. Your signature acknowledges you have read and understand your financial obligation during the contract period and are familiar with the refund policies that apply.