



## ADULT CREDIT PROGRAM REGISTRATION FORM

**LOCATION:**

Mississauga Campus  Brampton Campus

**PROGRAM:**

Day School  Night School

**Min/OEN Number**

\_\_\_\_\_

**Peel Board Student Number**

\_\_\_\_\_

**Legal Last Name**

\_\_\_\_\_

**Legal First Name**

\_\_\_\_\_

**Preferred Name**

\_\_\_\_\_

Male  Female

**Apartment Number**

\_\_\_\_\_

**Home Address (Number and Street – Specify Road, Street, Cres., etc.)**

\_\_\_\_\_

**City**

\_\_\_\_\_

**Province**

\_\_\_\_\_

**Postal Code**

\_\_\_\_\_

**Home Telephone Number (Include Area Code)**

\_\_\_\_\_

**Student's Date of Birth**

Y   M   D

**Last Peel School Attended (if applicable)**

\_\_\_\_\_

**Citizenship**

Applic Landing  Approved Principle  Canadian Citizen  Landed/ Perman  Refugee Other  Visa Student  Work Permit

**Date of Entry**

Y    M   D

**Country of Birth**

\_\_\_\_\_

Assessment Recommendations (Entry Level)	Diploma Type
English _____ Math _____ File # _____	OSIS <input type="checkbox"/> OSS <input type="checkbox"/>

**Student Responsibility**

- I have read and understand the policies outlined on the reverse side of this form
- I understand that if I miss the first **two** days I will be withdrawn from the course if I have not notified the office of my absence.
- Prior to the start of each session, I will inform the school staff in **writing** of any medical problems of which they should be aware.
- The yellow copy of this registration form is my receipt and proof of registration and payment.
- A refund will be issued **only** for cancelled courses. The yellow copy of registration form is required to issue a refund.
- THERE WILL BE NO REFUNDS FOR DROPPING A COURSE ONCE CLASSES BEGIN.**

DAY SCHOOL	Course/Course Code	Counselor Initials
<b>Period 1</b> 8:30 – 10:00 a.m.		
<b>Period 2</b> 10:05 – 11:35 a.m.		
<b>Period 3</b> 12:15 – 1:45 p.m.		
<b>Period 4</b> 1:50- 3:20 p.m.		
<b>NIGHT SCHOOL</b>		
<b>Period 5</b> 5:00 – 7:00 p.m.		
<b>Period 6</b> 7:00 – 9:00 p.m.		
<b>Comments:</b>		

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Classes Begin On \_\_\_\_\_

Payment Received at  M  B

Debit or  Cash

Registrar's Signature

Date

Computer Entry Signature

Date

**WHITE** Copy to be retained by the school.

**YELLOW** Copy to be retained by student as a receipt.

**PLEASE BRING TO FIRST CLASS**

SAMPLE

# ADULT CREDIT PROGRAM INFORMATION

I understand that the information on this form may be used by the Peel District School board for the purposes consistent with its legislated authority.

## FORMATION OF CLASSES

All classes are conditional on space, teacher availability and sufficient enrollment. As such, classes may be cancelled or transferred to a different time and/or location. At the time of registration, a **\$ 30.00 non-refundable, non-transferable consumable fee** will be collected for each course taken. If your course is cancelled a refund will be issued. There will be **NO REFUNDS** for dropping a class once classes begin.

## ATTENDANCE POLICY

A student will be withdrawn if he/she does not attend the first two days of class, unless he/she informs the office of the reason for missing the classes. (Mississauga: 905-270-6000, ext. 420; Brampton; 905-791-6700).

Due to the short length of the program, regular attendance is crucial for success. A student is expected to be punctual and attend every class. Absence for personal activities or vacation is not acceptable. Abuse of the attendance policy will result in withdrawal from class.

- **For the 13 week day program, a student will be withdrawn after five consecutive absences or a total of ten absences.**
- **For the 13 week night program, a student will be withdrawn after four consecutive absences or a total of eight absences.**
- **For the 5 week summer program, a student will be withdrawn after three absences.**

## TEXTBOOKS

There is an \$ 80.00 deposit fee for each textbook and \$20.00 deposit fee for novels. Where a student is taking two or more courses a maximum of \$160.00 will be collected as a deposit. These costs must be paid prior to receiving any books/novels. If these costs produce undue financial hardship to the student, an administrator/counsellor will review the circumstances and alternate arrangements may be made to ensure that borrowed materials are returned. A refund for deposit paid will be issued upon the return of the textbooks/novels, provided they are returned in the same condition they were issued. **Refunds will be issued by cheque.**

## HOMEWORK

The entire course is covered in a short period of time and students must be prepared to allocate sufficient time outside of class to complete assignments, projects, essays and other homework assigned. It is very difficult for most students to take more than two courses and be employed full time.

## REPORT CARD/FINAL EVALUATION

Midterm reports are issued near the midpoint of the course and final reports are issued on the last day of classes.

There will be a final evaluation in each course and every student is required to complete a final evaluation. No exemptions are permitted from final evaluations. Final assessments/evaluations take place in the last week of classes.

## FULL DISCLOSURE

A mark will appear on the student's transcript if he/she has not withdrawn from the course by the **second instructional day after the midterm report is issued**. The student must come to the office and complete a withdrawal form prior to that date to be officially withdrawn. Lack of attendance does **NOT** ensure you have been withdrawn from a course. The written confirmation does.