Professional, Applied and Continuing Education

Registration Form for Individual Courses

STUDENT INFORMATION – full legal name is required Last Name First Name Middle Name Student Number **Email Address** Date of Birth Primary Telephone Secondary Telephone Mailing Address Postal Code City Province REGISTRATION INFORMATION ☐ Alumni **Returning Student** ■ New Student ☐ Returning Student with change of information **Course Number Course Name Start Date** Fees Note: Courses are subject to change or cancellation Discount, if applicable Fees are subject to change without notice **TUITION TOTAL** METHOD OF PAYMENT □ Cash Cash/debit payments are accepted in person at the PACE Registration Office at 460 Portage Ave (no cash accepted after 4PM) Made payable to The University of Winnipeg Cheque 16-Digit Card Number ■ Visa ■ MasterCard Expiry Date ■ Invoice *Attach written authorization on company letterhead or an official purchase order, including company mailing address and contact person Company **Accessibility** Aboriginal Ancestry ☐ CONTACT ME ABOUT SERVICES AVAILABLE The Aboriginal Student Services Centre (ASSC) offers IN ACCESSIBILITY SERVICES. services, events, and information on sources of funding that Accessibility Services assists with confidential many be of interest to you. By declaring your status, you will help in the development of new services and events for First, academic accommodation and support plans for students who identify themselves as having a Nations, Metis, and Inuit students disability or temporary health condition. For ☐ First Nations ☐ First Nations (non-status) □ Inuit more information, call Accessibility Services at Metis ■ Aboriginal/Indigenous 204.779.UWIN (8946). Office Use Only Processed by **Date Processed** Receipt number Sponsorship number

(See reverse for ways to register and information on tuition fees and refund policies)

515 PORTAGE AVENUE, WINNIPEG, MANITOBA, CANADA, R3C 2E9

TEL: 204.982.6633 PACE.UWinnipeg.ca

THREE WAYS TO REGISTER

By Mail: The University of Winnipeg, Professional, Applied and Continuing Education, 515 Portage Avenue, Winnipeg, MB R3B 2E9

By Email: Provide by email & phone 204.982.6633 with Visa, MasterCard information to complete.

In Person: The University of Winnipeg, Professional, Applied and Continuing Education, Buhler Centre, 460 Portage Avenue, Winnipeg, MB Regular office hours are Monday to Thursday 8:30AM-5PM, Friday 8:30AM-4:30PM

INFORMATION ON TUITION FEES & REFUND POLICY

Tuition Fees: Tuition fees must be paid at the time of registration. You can register anytime, but it is best to register seven days before the course starts to ensure a space -- our courses fill up quickly. The University of Winnipeg and The University of Winnipeg PACE Alumni are eligible for a 10% fee discount on part-time courses. **Refund Policy for Courses:** The full tuition fee will be reimbursed up to one week prior to the start of course. The tuition fee less an administrative fee of 25% will be reimbursed prior to the start of the second class. No refunds will be granted after this point.

Refund policy on Seminars & Workshops: The full tuition fee will be reimbursed up to one week prior to the start of the seminar/workshop. No refunds will be granted after this point. (Does not apply to Schulich Programs)

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