



Mail-in Enrollment Form

HAVE YOU PREVIOUSLY ENROLLED AT OR APPLIED TO RYERSON? YES NO

IF YES, WERE YOU ENROLLED AS AN UNDERGRADUATE OR CONTINUING EDUCATION STUDENT?

IF APPLICABLE, SHOULD COURSE(S) BE APPLIED TOWARDS YOUR UNDERGRADUATE OR CONTINUING EDUCATION CAREER?

MR. MRS MISS MS DR.

 1 2 3 4 5

STUDENT I.D. NUMBER

OFFICE USE ONLY

FIRST NAME _____ MIDDLE NAME _____

LAST NAME _____

APT. NUMBER _____ STREET NUMBER _____ STREET _____

CITY/TOWN _____

PROV. _____ POSTAL CODE _____

E-MAIL ADDRESS _____

AREA CODE HOME PHONE _____ AREA CODE BUSINESS PHONE _____ EXTENSION _____ AREA CODE CELL PHONE _____

MARITAL STATUS
 SINGLE, WIDOWED OR DIVORCED,
 MARRIED, OR SEPARATED

FIRST LANGUAGE
 ENGLISH
 FRENCH
 OTHER

CANADIAN CITIZEN YES NO

IF NO, PLEASE COMPLETE THE FOLLOWING: (DOCUMENTATION MAY BE REQUIRED)

LANDED IMMIGRANT OR STUDENT VISA OR VISITOR OR OTHER VISA

DATE OF ENTRY INTO CANADA

MONTH _____ YEAR _____

COUNTRY OF CITIZENSHIP _____

GENDER
 MALE
 FEMALE

DATE OF BIRTH
 MONTH _____ DAY _____ YEAR _____

SUBJECT/CATALOG NBR	COURSE NAME	DAY OF WEEK	START DATE	COURSE FEE
START TIME	LOCATION	SECTION	ROOM	

SUBJECT/CATALOG NBR	COURSE NAME	DAY OF WEEK	START DATE	COURSE FEE
START TIME	LOCATION	SECTION	ROOM	

PLEASE REFER TO PAGE 2 OF THIS FORM FOR POLICY INFORMATION. I hereby certify that all statements on this application are correct, complete, and that no relevant information has been withheld. I also confirm that I have read and understood the information on Page 2 of this form. I further understand that I am financially and academically responsible for all enrollments that result from the processing of this form.

TOTAL FEES PAYABLE _____

SIGNATURE _____

DATE _____

Refer to the "Important Dates" section on the Chang School website for mail-in deadlines. FULL FEES MUST BE MAILED/PAID WITH ENROLLMENT.

NOTE: Some courses may have prerequisites or require a preadmission interview or placement test. Please check before you enroll. Cheques or money orders should be made payable to Ryerson University. Post-dated cheques are not acceptable. Do not send cash. If paying by VISA/MasterCard/AMEX, complete the following:

_____ VISA/MASTERCARD/AMEX NUMBER _____ EXPIRY DATE _____

NAME (PLEASE PRINT) _____

SIGNATURE _____

STUDENT I.D. NUMBER

FORM 0211 - C50 (05/05)

TOTAL FEES PAYABLE _____



Mail completed form to: Enrollment Services, Ryerson University, 350 Victoria Street, Toronto, Ontario M5B 2K3

INFORMATION FOR STUDENTS

COLLECTION AND USE OF INFORMATION

The information you submit is collected under the authority of the Ryerson University Act and will be used for educational, administrative and statistical purposes including, but not limited to, creating or maintaining your academic record; supporting decisions related to course and/or certificate enrollment; administering transfer credits (including Letters of Permission and Challenge Credits); assessing tuition fees and collection; and determining your eligibility for financial aid and / or scholarship opportunities. You should be aware that aggregated student academic data (grades and academic standings, for example) are occasionally used for statistical, audit, research and development purposes intended to improve university education. Personally identifiable data will not be disclosed to third parties without your expressed written consent except as permitted or required by law. If you have questions about the collection, use and disclosure of this information by Ryerson University, please contact the Manager of Student Records, Office of the Registrar, 350 Victoria Street, Toronto, Ontario, M5B 2K3, 416-979-5000, ext. 6041. For further details regarding the privacy of your personal information, please refer to the Ryerson University Student Guide.

IMPORTANT NOTICE RE: ACADEMIC AND FINANCIAL RESPONSIBILITY

When you enroll for a class in The G. Raymond Chang School of Continuing Education, you assume ACADEMIC and FINANCIAL responsibility for that class enrollment. Payment is due at the time of enrollment into the class. **YOU WILL NOT BE DROPPED FROM THE CLASS(ES) FOR NON-PAYMENT OF FEES.** A late fee of 1.25% (14.55% effective annual rate), will be charged at the end of the month of enrollment and every month thereafter on all outstanding fees. A fee will be charged when a cheque or credit card, tendered for payment, is not honoured by your banking institution. You are not permitted to carry outstanding balances from one term to the next as further enrollment may be denied.

CANCELLED COURSE(S)

If The Chang School cancels a class or section(s) due to insufficient enrollment, you may transfer to another class if space is available, or receive a full refund. You must advise Enrollment Services, of your academic choice prior to the second scheduled class. Processing of refunds requires approximately thirty (30) days.

REFUNDS

Please see the current Chang School website for refund policy and deadline dates for refunds. Refunds may be applied for by mail or in-person at Enrollment Services (Room POD70). Processing and payment of refunds requires approximately thirty (30) days.

COURSE DROPS IN GOOD ACADEMIC STANDING

Please see the current Chang School website for dates to drop in good academic standing. Course drops may be processed in-person, by mail, or via the Web at my.ryerson.ca, RAMSS tab. Course drops submitted after the applicable deadline will not be processed. Please note you will NOT be dropped from classes due to non-attendance. If you cannot continue in a class, you are responsible for dropping the class by the appropriate published deadline, otherwise the course will permanently remain on your academic record.

SWAPS

You may swap from one class to another if space is available; provided neither class has held its third class (in Business, Distance Education or Language courses, prior to the second class). Swaps may be processed via the web through my.ryerson.ca, RAMSS tab, or in-person at Enrollment Services (Room POD70).

INTERVIEWS/PLACEMENT TESTS

Some courses require you to take a placement test or attend an interview before you may enroll. Please contact The Chang School at 416-979-5035 or refer to the current Chang School website for more information.

LATE ENROLLMENT

In addition to the course fee(s), a late fee of \$100 (subject to change) will be levied for each course or grade added to your record after the deadline dates published on the Chang School website.

CERTIFICATE PROGRAMS

To apply for a Certificate, please visit the Chang School website.

INCOME TAX RECEIPTS

Official Income Tax receipts (T2202A) are issued, via the web at my.ryerson.ca, RAMSS tab at the end of February for the preceding year. For more information please contact the Student Fees Office, 416-979-5015.

RAMSS - RYERSON ADMINISTRATION MANAGEMENT SELF SERVICE my.ryerson.ca

GRADES

Your grades are available on my.ryerson.ca, RAMSS tab.

TRANSCRIPTS

To order an official transcript, please visit www.ryerson.ca/essr/transcripts.

ENROLLMENT SERVICES

www.ryerson.ca/essr
416-979-5136

G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION

www.ryerson.ca/ce
416-979-5035

STUDENT FEES OFFICE

416-979-5015

ACCESS CENTRE

www.ryerson.ca/accesscentre
416-979-5290

TDD/TTY

416-979-5274