

**ENROLMENT FORM**  
**Non-Vocational Program**



**Mississauga Career College**

The undersigned person hereby enrolls as a student of Mississauga Career College as of ...../ ..... / 20..... for the following:

Full Name of the student  Mr.  Mrs.  Miss  Ms.

First Name \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth  
 Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Gender

M  F

Phone Numbers

Home \_\_\_\_\_ Cell \_\_\_\_\_ Ext. \_\_\_\_\_

Email Address

\_\_\_\_\_

Permanent Address

Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Mailing Address  Same as Permanent Address

Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Status in Canada  Canadian  Permanent Resident

Language of Instruction  English  Others \_\_\_\_\_

Class Schedule  Full Time \_\_\_\_\_  Part Time \_\_\_\_\_

**Course Information**

Course Name \_\_\_\_\_

Duration: \_\_\_\_\_

Scheduled Start Date \_\_\_\_\_

Day & Time:  Mon.  Tue.  Wed.  Thu.

Fri.  Sat.  Sun.

From: \_\_\_\_\_ AM/PM

To : \_\_\_\_\_ AM/PM

Course Fees: \$ \_\_\_\_\_

Other Fees \$ \_\_\_\_\_

Tax13% \$ \_\_\_\_\_

**TOTAL FEE** \$ \_\_\_\_\_

**For Office Use Only**

Student No. \_\_\_\_\_

Course Code \_\_\_\_\_

Mode of Payment \_\_\_\_\_

Date of Payment \_\_\_\_\_





## **COURSE CANCELLATION POLICY**

MCC shall **fully** refund students and inform them immediately within ten (10) working days if :

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It terminates the Course, for any reason, prior to Course Completion Date.

The MCC shall, within ten (10) working days of notifying the Student in writing of above circumstances (i) to (iii), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

## **REFUND POLICY**

**Requests will be processed according to the criteria outlined below.**

- \* Refund Requests **must** be signed & submitted to MCC by mail, email or in person
- \* Once approved, Please allow **10** business days for refund processing.
- \* Submission of a form does **not** guarantee that a refund will be issued, and non-attendance of a program does **not** institute a notice of withdrawal.
- \* If we cancel your program...You will receive a **full** refund within 10 business days
- \* You have right to cancel the initial enrollment agreement **up to two weeks before** the start date of the course **without** any cost. You will receive a **full** refund.
- \* If we receive your Refund Request Form **during two weeks** prior to the course start date, you will receive a refund of **80%** of course fees **minus \$50** administration
- \* During the course, if we receive your Refund Request Form accompanied by a doctor's note indicating that the participant can no longer attend due to medical reasons...You will receive a **pro-rated** credit for any classes remaining as of the date the Refund Request Form. **\$50 administration fees will be deducted.**
- \* **No refunds** will be given to students after the course **commencement date.**

## **ATTENDANCE POLICY**

The final grade received in a course measures the extent to which the student has acquired the assigned competencies (knowledge, skills and objectives). Thus, grades can neither be granted solely for being present nor deducted solely for being absent. In certain cases, specific learning activities or a certain number of scheduled learning activities are essential to measure the achievement of a competency.

**Attendance Records and individual class:**

- \* If applicable, The instructors / Mississauga Career College Administrator shall keep a permanent attendance records for each class.
- \* To receive a certificate of completion from MCC, a student must attend at least **80 %** of all scheduled class meetings.

**Justification of absences:**

- \* Absences more than the identified percentage are considered unauthorized unless the absence is due to illness, personal or family emergencies. Students may be asked to produce documented evidence of the event or incident leading to the absence.

## **ISSUE OF RECEIPTS:**

Upon request, for every payment made by student to Mississauga Career College, the Centre shall issue a receipt to the student including but not limited to the following:

- |                    |                      |
|--------------------|----------------------|
| (v) Student's name | (ix) Date of payment |
| (vi) Amount paid   | (x) Course name      |

## **EXAMINATION POLICY**

- \* Students are expected to abide by the rules outlined by MCC Administrator.
- \* Students will be allowed into the examination area after it has been established that they hold a current, valid ID card. Students without an ID will be referred to the Examination Coordinator or his/her representative and may only enter the examination area with his/her permission.
- \* Students may not open the examination booklets, or read examination questions prior to the commencement of the exam. The Examination Coordinator or his/her representative will announce the beginning and the end of each examination.
- \* All changes or corrections to examination questions will be given to students prior to the commencement of the examination. These changes will be posted in a clearly visible location for the duration of the examination. If during the course of the examination any additional corrections are required, the Examination Coordinator or his/her representative will determine if the time required completing the examination should be lengthened.

## **STUDENTS' RIGHTS AND OBLIGATIONS**

1. Students have a right to know the basic objectives and standards, content and general procedures of a course before registering for the course and to be assured that the course will not be substantially changed after registration.
2. Students have a right to be given a course outline at the beginning of each course which states the required texts and materials, the objectives of the course, the teaching methods, the evaluation system to be used, including tentative dates for major assignments and tests, and penalties for late assignments or missing a test.
3. Students have a right to be notified of any change in course outlines in time to be able to meet deadlines for assignments and tests.
4. Students have a right to have their classes start and end on time.
5. Students have a right to be advised in course outlines of their teachers' expectations with regard to class attendance and any penalties for absences or lateness.
6. Students have a right to be notified of class cancellations as soon as possible. Even if prior notice has been given in class, students have a right to have all class cancellations posted.





- 7. Students have a right to be advised in the course outline of the specific implications of cheating and plagiarism for each course.
- 8. Students have a right to expect their teachers to determine and maintain standards of student behavior which will not affect adversely the learning of students in the classroom.
- 9. Students have a right to have their grades treated as confidential. Grades shall not be posted by name or released to individuals other than MCC employees without written permission, unless required by law
- 10. APPEALS: Students have the right to appeal their removal from the course and their marks. Students must submit an appeal by notifying the Administrative office. The Officer/Educator will be responsible for convening the meeting and establishing the meeting time and date. The committee will meet to consider the matter within five working days of receipt of a notice from the Administrative office. The chair of the committee will give the student(s) concerned at least three days' notice of the meeting.

**NOTICE TO STUDENTS**

- 1. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed and dated by the authorized official of Mississauga Career College. Read all pages of this contract before signing.
- 2. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
- 3. This agreement and the course outline constitute the entire agreement between the student and the centre.
- 4. Any changes in this agreement must be made in writing and shall not be binding on either the student or Mississauga Career College unless such changes has been approved in writing by the authorized official of the centre and by the student . All terms of this agreement are not subject to amendment or modification by oral agreement.

**STUDENT ACKNOWLEDGMENTS**

By signing below,

- I hereby acknowledge receipt of the course outline, which contains information describing programs offered, and equipment or supplies provided.
- I understand that Mississauga Career College may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements. While enrolled in MCC, I understand that I must maintain satisfactory academic progress as described in the course outline and that my financial obligation to Mississauga Career College must be paid in full before a certificate or credential may be awarded.
- I understand that the College does not guarantee job placement to graduates upon program completion.
- I have carefully read and received an exact copy of this enrollment agreement.

<b>I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD EVERY PART OF THIS AGREEMENT.</b>	
(Name of Student)	
x	
Signature of Student)	Date

<b>FOR MISSISSAUGA CAREER COLLEGE</b>	
(Name )	Designation
Signature	Date