



# PART-TIME STUDIES REGISTRATION

## Student Information and Enrolment Services

1100-3700 Willingdon Avenue, Burnaby, BC V5G 3H2  
Tel 604.434.1610 • Fax 604.430.1331 • Toll Free 1.866.434.1610 (Canada & USA)

### PERSONAL INFORMATION

Information marked with an asterisk (\*) is **mandatory**.

**Sponsored Students:** If a company or agency will be responsible for paying your tuition fees, please visit [bcit.ca/admission/sponsorship](http://bcit.ca/admission/sponsorship) for instructions on how to register.

Your BCIT Student Number <b>A00</b>		> If you previously attended classes at BCIT, you already have a student number. > If this is your first time at BCIT, a student number will be created for you.	
Date of Birth* (dd / mmm / yyyy)	Social Insurance Number (for tax purposes only)	Gender* <input type="radio"/> Male <input type="radio"/> Female	
Legal Last Name* (family name)			
Legal First Name* (name on birth certificate)		Preferred First Name	
Middle Name		Previous Last Name (e.g. maiden name / prior marriage)	
Citizenship* <input type="radio"/> Canadian citizen <input type="radio"/> Landed immigrant / permanent resident <input type="radio"/> Study permit / international student <input type="radio"/> Other visa (please specify)		Do you identify yourself as an Aboriginal person? <input type="radio"/> Yes, I am: <input type="radio"/> First Nations <input type="radio"/> Métis <input type="radio"/> Inuit	
Country of Citizenship (if not Canada)		<input type="radio"/> Please send me information on services available to Aboriginal students.	

### MAILING ADDRESS AND CONTACT INFORMATION

All official BCIT correspondence will be mailed to this address. Please notify Student Information and Enrolment Services of any changes.

Please provide your email address and at least one phone number so we can contact you in the event of a course schedule change or cancellation.

Address* (number / street)		<input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Other	
City*	Province*	Postal Code*	
Country*	Home Phone	Cell Phone	
Email		Work Phone	
Emergency Contact Name	Relationship to Student	Emergency Contact Phone	

### REGISTRATION

Some courses require approval from the program area prior to registration. The student is responsible for obtaining this approval prior to submitting this form.

Course materials and textbooks are **not** included in the tuition fees. Please contact the BCIT Bookstore or visit [bcit.ca/bookstore](http://bcit.ca/bookstore) to purchase your textbooks.

Course Number	CRN	Course Title	Start Date	Campus	Tuition Fees
<b>TOTAL FEES =</b>					

### PAYMENT

Full payment is required at the time of registration.

<input type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> American Express	Credit Card Number	Expiry Date
<input type="radio"/> Cheque (payable to BCIT) – A service charge will be assessed for any NSF or returned cheque. <input type="radio"/> Money order (payable to BCIT)		

The personal information on this form is collected under the authority of the College and Institute Act (RSBC 1996, ch 52). BCIT will use and maintain the information for the purposes of admission, registration, and other fundamental activities related to attending courses of instruction in technological and vocational matters and subjects. BCIT's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the BCIT community to gain access to campus and student services. The personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN number to students. The PEN is used to measure participation of the population in the post-secondary sector and for program research and evaluation. For individuals granted awards, BCIT releases personal information to award donors and provincial funding agencies. In addition, BCIT uses the name of award winners and/or photo images, municipality of residence, BCIT program name, and the name or criteria of any award won in marketing materials for the purpose of publicizing BCIT students, graduates, and their achievements. I agree that this application, my relationship with BCIT, and any disputes arising therefrom, will be governed by and construed in accordance with the laws of British Columbia and laws of Canada applicable in British Columbia, that the British Columbia Courts will have exclusive and preferential jurisdiction over any complaint, demand, claim, proceeding, or cause of action arising out of this application or my relationship with BCIT, and that, if I commence such proceedings, I will do so only in British Columbia, and will submit to the exclusive and preferential jurisdiction of the British Columbia Courts. I hereby declare that the information I submitted on this application is true and correct. Completion of this signed application authorizes BCIT to request or confirm information necessary to support my application for admission. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations. Please read all of the above carefully before signed; this document affects your legal rights.

Signature	Dated
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