



Auditing Information and Registration

6015 Walter Gage Rd., Vancouver B.C. V6T 1Z1 www.vst.edu
Registrar's Office: (604) 822-9563; Email: registrar@vst.edu

The following form and benefits apply only to Fall and Spring term registrations. Summer School programming is administered separately, and registration is completed online.

2016–2017 Auditing fees: \$137.50 per credit hour (Tuition is due at time of registration)

Tuition Benefits (please check all that apply):

- VST Alumni (50% off): _____ (please note degree and year graduated)
- Senior – age 65+ (Free)
- Partner/Spouse of full-time VST Student (free)
- VST Faculty/Staff/Board member (free)

Tuition Subsidy: Lay people can apply for a Continuing Education bursary of 25% of the auditing rate, based on financial need. Please fill out a Con.Ed bursary application form, available from the Registrar's office. Ordained clergy can apply for a Continuing Education bursary through the HR MacMillan Fund. Applications are available from the Registrar's office. Subsidy monies will be applied directly to a student's tuition owing.

Refund policy: The first \$50 of tuition assessed is non-refundable. *Of the remaining fees*, refunds will be made on the following basis when notification is received in writing:

- *During the first two weeks of classes – 100% refunded*
- *During the third and fourth weeks of classes – 60% refunded*
- *During the fifth and sixth week of classes – 40% refunded*
- *During the seventh and eighth week of classes – 20% refunded*
- *After the eighth week of classes, no refund can be given*

*Please note: Only tuition that the student has paid will be refunded to the student. Any bursary monies granted towards tuition fees will have that portion returned to VST's bursary funds.

Registration Information:

1. Personal Information: Please fill this section in *completely*. Personal information is collected in order to (i) provide educational services, (ii) process financial transactions, (iii) generate statistical information for Statistics Canada (legal requirement), for the Association of Theological Schools (accreditation requirement) and for Vancouver School of Theology (in order to plan and serve students more effectively), and (iv) maintain a relationship with students after completion of their studies through the External Relations Department. Students who have concerns regarding any of the personal information being requested are encouraged to contact the Registrar.

2. Course Selection: Fill in the Course # (if known), Course Title, and Tuition Fees for the course(s).

3. Sign and date the Registration Form.

Note: *Students must be registered before attending classes.* Students are not permitted to register if they have (i) unpaid library fines or books that have not been returned or renewed by the set deadlines, or (ii) monies owing on their student account.

Personal Information:

Birthdate (mm/dd/yy): _____ Social Insurance Number: _____

Name: _____
(first) (last)

Address: _____

City _____ Country _____

Postal Code: _____ E-mail: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Fax : (____) _____

Denomination/Faith Expression: _____

Course Selection:

Please indicate the Course(s) you would like to take

Course Number	Course Title	Tuition Fees
TOTAL TUITION DUE:		

→ Submit with Registration Form: **Full Tuition Fees**

By signing below, I declare that the information I have given above is complete and accurate.

 Student's Signature Date

 Authorized VST Representative Date

Payment of Tuition Fees: *Your registration is not complete until you have paid in full for the course. Please do one of the following:*

- Enclose a cheque
- Phone the Accounting office with your credit card information: 604-822-3550
- Pay in person in the Accounting office at VST – Room 404