Registration Information – Student Contract – Registration Form

How to Register
All students registering for degree credit must do so by the following dates:

- **Summer Term:**
  - April 15 for May and June programming
  - June 3 for July Summer School

- **Fall Term:** September 10
- **January Interterm:** November 1
- **Spring Term:** December 16

Students are encouraged to register earlier if possible. Registration for the new academic year begins April 1st. Also, students are encouraged, if possible, to register for multiple terms at once to aid in program planning:

In order to register, students must submit a completed **Registration Form** to the Registrar’s Office by the relevant date above. **Students registering after the stated dates above will be assessed a late registration fee of $75.**

Students must be registered before attending classes. Students are not permitted to register if they…

- Have unpaid library fines or books not returned or renewed by stated deadlines;
- Have an outstanding balance on their Student Account;
- Have taken 18 credit hours of study without being admitted to a diploma or degree program of the School.

Once registered, students are responsible for all tuition and fees payable.

**Payment Due Dates:**

- **Summer Term**
  - $250 deposit due by June 15.
  - Balance due July 15.

- **Fall Term**
  - $650 fees and tuition deposit due by first day of Fall term. (Deposit due immediately for late registrations)
  - First half of Fall tuition due October 15.
  - Balance due November 5.

- **January Interterm and/or Spring Term**
  - $250 (returning students); $500 (new students) fees and tuition deposit due on first day of January Interterm.
  - First half of Spring tuition due February 15.
  - Balance due March 10.

**Questions?**

- For academic advising or registration consult the Registrar registrar@vst.edu or 604-822-9563
- For questions about your Student Record or your tuition assessment consult the Coordinator of Academic Records mtrim@vst.edu or 604-822-0824
- For questions about your Student Account consult the Accounting Office yan@vst.edu or 604-822-3550
- Changes to registration, after it has been processed, are covered in the section on **Course Changes and Refund Policies**, found below.
Completing the Registration Form

Page 1: Personal Information
Please fill this section in completely, then sign and date it. You are not expected to know your registration number, but please fill in everything else. Personal information is collected in order to:

- provide educational services;
- process financial transactions;
- facilitate the provision of services offered in connection with the University of British Columbia (e.g. UBC Library, membership in the Alma Mater Society);
- 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);
- maintain a relationship with students after completion of their studies. Students who have concerns regarding any of the personal information being requested are encouraged to contact the Registrar.

Page 2: Course Registration
- Fill in the Course Number, Course Title and whether you are taking the course for Credit (number of credit hours) or Audit, and whether you plan to participate in off-site format.
- If you have not yet been admitted as a VST degree student and wish to take a course for Degree Credit, permission is required from the Registrar before registration can be processed.
- Also, if you have not yet been admitted as a VST degree student and wish to Audit a course, permission may be required from the course instructor before registration can be processed.

Page 3: UBC AMS Opt-In/Opt-Out Options
- If you intend to opt-out or opt-in to the UBC AMS benefits, please indicate this on Page 3.

Page 4: Tuition Charges and Payment Information
- Based on your course registration and your application for benefits, tuition and fees will be assessed.
- Due dates for fee deposits and tuition assessed are noted on Page 1 of the Student Contract. Failure to pay your account in full by the final due dates noted will result in late fees and interest being assessed.
- Credit Card information is not kept on permanent record. Please contact the Accounting Office at 604-822-3550 or yan@vst.edu to make additional payments not included in your payment information. You may also visit the Accounts Payable office – Room 404.

Special Courses:
Directed Studies: In order to register for a directed study, students must submit a completed Course Agreement Form at the time of registration or when making a course change. Read carefully the policies for Directed Studies before proceeding. A Course Agreement Form may be downloaded from the VST website www.vst.edu (Students/Forms)

Study Permits:
Students who are not citizens or permanent residents of Canada are required by law to obtain a Study Permit in order to take courses at Vancouver School of Theology. Students commuting from the United States are advised to have their Study Permit and proof of registration or acceptance to Vancouver School of Theology with them at all times when entering Canada. When entering Canada at the beginning of your course, be sure to go inside to speak with an Immigration Officer about whether you need a Study Permit, regardless of what the border guard tells you.
VST STUDENT CONTRACT

Tuition and Fees Policies: Tuition and other fees shall be paid as follows:

- **Summer Term**
  - $250 deposit due by June 15.
  - Balance due July 15.

- **Fall Term**
  - $650 fees and tuition deposit due by first day of Fall term. (Deposit due immediately for late registrations)
  - First half of Fall tuition due October 15.
  - Balance due November 5.

- **January Interterm and/or Spring Term**
  - $250 (returning students); $500 (new students) fees and tuition deposit due on first day of January Interterm.
  - First half of Spring tuition due February 15.
  - Balance due March 10.

**Tuition:** Rates For 2015-2016 Are As Follows:

- Auditing Rate: $137.50 Per Audit Hour
- Certificate Rate (CTS): $187.50 Per Credit Hour
- Basic Rate (Diploma, M.Div, MA): $275 Per Credit Hour
- Advanced Rate (GDTS, Th.M): $400.00 Per Credit Hour
- Clinical Pastoral Education (CPE): $2000.00 Flat Fee

**Academic Fees:**

- Maintenance: $350
- Thesis/Comprehensive Exam Fee: $200
- Graduation Fee: $100

**Student Fees (non-refundable):** These numbers are based on information at the time of printing and are subject to change.

- “On-Site students” are those taking weekly classes on the VST campus.
- “Off-Site students” are those registered only in off-site courses and/or in 2-week or weekend Intensives only.
- Certificate in Theological Studies students are only charged VST fees. They may opt-in to UBC fees upon request.
- Auditors and students registered only in a CPE unit are not charged any student fees.

<table>
<thead>
<tr>
<th>Type of Fee and Amount</th>
<th>Less than 3 credit hours</th>
<th>3 or more credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VST Student’s Association: On-site: $20/term; Off-site: $10/term</td>
<td>Not charged</td>
<td>Mandatory</td>
</tr>
<tr>
<td>VST Library &amp; Tech Fee: $35/term</td>
<td>Mandatory (all students)</td>
<td>Mandatory (all students except CPE)</td>
</tr>
<tr>
<td>VST Off-Site Student Technology Surcharge: $5/credit hour</td>
<td>Mandatory (off-site students only)</td>
<td>Mandatory (off-site students only, except those in CPE only)</td>
</tr>
<tr>
<td>UBC Fees: (for on-site degree students only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMS: $176.88/year</td>
<td>Optional – opt in available</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Health &amp; Dental: $221.94 full year $147.96 Jan-Aug</td>
<td>Optional – opt in available</td>
<td>Mandatory (with option to opt-out if covered by equivalent coverage)</td>
</tr>
<tr>
<td>UPASS (bus pass): $152/term</td>
<td>Not eligible</td>
<td>Mandatory (with option to opt out)</td>
</tr>
<tr>
<td>CASC Registration Fee (CPE students only): $200</td>
<td>Not applicable</td>
<td>Mandatory for all CPE students</td>
</tr>
</tbody>
</table>

**Notes about AMS Extended Health & Dental benefits:**

- Students may opt out of the AMS Health & Dental Plan if they are covered by equivalent extended health coverage. This must be arranged through the Student Care Office in the UBC Student Union Building within the first few weeks of the Term. Students must tell UBC whether they would like an annual or permanent opt out.
- Your fees assessment will include this charge, but it will be reversed on your account when authorization is received from UBC. Keep your opt-out slip in case of dispute.
Course Changes and Selected VST Policies

Course changes must be made in writing and submitted to the Registrar. Students may change courses by submitting a Course change Form. **The deadline for adding courses is the beginning of the third week of classes.** Courses may be dropped throughout the term, but withdrawals do not necessarily result in a refund of tuition.

**Note:** Refunds are calculated on the basis of actual tuition paid. Any tuition bursaries granted will be returned to bursary funds.

**Refund Policies**
**Summer Term:** Student fees plus $50 of tuition assessed are non-refundable. **Of the remaining charges, refunds will be made on the following basis when notification is received:**
- Before the class begins: 100%
- By the end of the 1st day of class: 60%
- By the end of the 2nd day of class: 40%
- By the end of the 3rd day of class: 20%
- After the 3rd day of classes, no refund can be given

Changes from credit to audit status may be made until the last day of class, but no reduction in tuition will be offered. Withdrawal from a course after the end of Summer Term will result in a “Not Approved” grade.

**January Interterm:** Student fees plus $50 of tuition assessed are non-refundable. **Of the remaining charges, refunds will be made on the following basis when notification is received:**
- Until the end of the 1st day of class: 100%
- By the end of the 2nd day of class: 60%
- By the end of the 3rd day of class: 40%
- By the end of the 4th day of class: 20%
- After the 4th day of classes, no refund can be given

**Fall/Spring Term:** All student fees, plus the first $100 of tuition assessed, are non-refundable after term begins. **Of the remaining charges, refunds will be made on the following basis when notification is received:**
- During the first two weeks of classes: 100%
- During the third and fourth weeks of classes: 60%
- During the fifth and sixth weeks of classes: 40%
- During the seventh and eighth weeks of classes: 20%
- After the eighth week of classes, no refund can be given

After the first two weeks of classes, courses dropped will be recorded as “withdrawn” on the student’s record. Courses dropped after the last day of Term will be recorded as “Not Approved”. Students may change from credit to audit up until the last day of class.

**Academic Policies**
The VST Academic Calendar and Supplementary Calendar/Student Handbook contain VST policies including, but not limited to, program requirements, program duration, appeals, rules of conduct and dismissal. **Signing your Registration Form indicates assent to all VST policies. Calendars and Handbooks are available on the VST website.**

**Harassment Policies**
Harassment is unacceptable at Vancouver School of Theology. Information about the policy is available on the VST website.
# Vancouver School of Theology

## Registration Form 2015-2016

Please read the attached Registration Information and Student Contract before completing this form.

### Please check all boxes that are applicable:

- [ ] I am VST Student – My VST Program is: __________________________
- [ ] I am in the process of applying to Vancouver School of Theology*
- [ ] I am considering applying to Vancouver School of Theology*
- [ ] I am registering for a CPE unit only
- [ ] I am a registered student at another institution*:
  __________________________

* Students who have not been admitted to a degree program are not guaranteed registration. Permission to Register in a course, if not yet admitted to a program, must be approved by the VST Registrar, is limited to a maximum of 9 credit hours per term and may not exceed 18 credit hours total, beyond which a student must apply to a VST diploma or degree program in order to continue taking courses. Contact the Registrar at registrar@vst.edu for more information or for permission to register.

### Registration Number:

_________________________

### Social Insurance Number:

_________________________

### Citizenship:

- [ ] Canadian
- [ ] Landed Immigrant
- [ ] Other: __________________________

### Name and Date of Birth:

Date of Birth (mm/dd/yyyy): ____________________________Mr. / Ms. / Mrs. / Other (specify): __________________________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Preferred Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Address (that which will reach you while studying at VST)

<table>
<thead>
<tr>
<th>Street/PO Box:</th>
<th>Home:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, Prov./State :</th>
<th>Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country/ Postal/Zip Code:</th>
<th>Cell:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Phones:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home:</td>
<td></td>
</tr>
<tr>
<td>Work:</td>
<td></td>
</tr>
<tr>
<td>Cell:</td>
<td></td>
</tr>
</tbody>
</table>

### Denomination/Faith Expression:

<table>
<thead>
<tr>
<th>__________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Diocese/Presbytery/etc. :</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Emergency Contact:

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Tuition Benefits:

A 50% reduction in tuition is provided for seniors (65+), VST faculty and staff. Please check here if this benefit applies to your registration: [ ]

### Auditing Benefits:

seniors, full-time VST students, spouses/partners of VST full-time students, VST faculty, staff and board members may all audit free of charge. Check here if this applies to this registration: [ ]

VST Alumni are invited to audit courses at 50% of the audit rate. Check here if this applies: [ ]
# Course Registration

## Summer Term

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Please register to audit courses directly on the VST Summer School webpage

## Fall Term

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th># of Credit Hours</th>
<th>Off Site format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please note “0” under the # credit hours if you wish to audit the course*

## January Intensive

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th># of Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Spring Term

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th># of Credit Hours</th>
<th>Off Site format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please note “0” under the # credit hours if you wish to audit the course*

---

### By signing below, I declare that:

- The information I have given above is complete and accurate;
- I have read the Student Contract and agree to abide by it while studying at VST;
- I consent to VST disclosing my personal information, where applicable, to the University of British Columbia for the purpose of UBC library access and involvement in the U-Pass program, to the Alma Mater Society for the purpose of AMS membership and involvement in the Health and Dental Plan, to the VST Student’s Association for the purposes of membership and communication, and to the Regent College Library for the purpose of membership in that library.

<table>
<thead>
<tr>
<th>Student’s Name (please print)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registrar’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**UBC AMS Opt-In/Opt-Out Options**

Student Name: ________________________________________________________

Note: ‘Off-Site’ Students are defined as students who will not be attending any classes on the VST campus, AND/OR are only enrolled in January Interterm or Weekend Courses. CPE students are considered Off Site.

**UBC AMS Options** (AMS membership, Health & Dental, and U-Pass program):

All students registered in three or more credits are required to be members of the UBC Alma Mater Society (except Off-Site Students).

- I am registered in **three or more credits** and I understand that I will **automatically** be enrolled in all UBC AMS benefits, unless indicated by an exemption below.
- I am registered in **fewer than three credits** (or I am an Off-Site student) but I would like to **Opt-In** to the UBC AMS Benefits.

**UBC Opt-Out/Exemption** (Please note that in order to opt-out of the following UBC benefits, the AMS fee is mandatory and will be applied in all cases).

- I will/have **Opt-Out of Health & Dental coverage**.
  - I understand that I must complete this process at UBC ______ (initials)
  - Permanent
  - Annual

- I wish to be considered for a **U-Pass exemption** and I understand that this is conditional upon **providing VST proof** of one of the exemptions below:
  - Live outside GVRD
  - Valid UPass from other institution Student #__________________
  - Other valid Translink pass: purpose _________________________
  - Documented disability
  - Will not be taking classes on the VST campus
  - On Maintenance Status

**Payment Information**

**Payment Due Dates:**

- **Summer Term**: $250 deposit due by **June 15**. Balance due **July 15**.
- **Fall Term**: $650 fees and tuition deposit due by **first day of Fall term**.
  - First half of Fall tuition due **October 15**.
  - Balance due **November 5**.
- **Jan. Interterm/Spring Term**: $250 fees and tuition deposit due **first day of January Interterm** ($500 if you were not enrolled in Fall term).
  - First half of Spring tuition due **February 15**.
  - Balance due **March 10**.

Please Make Payment as follows:

- Enclose post-dated cheques with your registration form
- Phone the Accounting office with your credit card information: 604-822-3550
- Pay in person in the Accounting office at VST – Room 404

Note: Fee will be charged by VST, but will be reversed when authorization is received from UBC. Keep your Opt-Out slip in case of dispute.