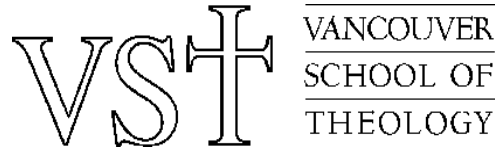


Registration Information



How to Register:

6000 Iona Drive, Vancouver B.C. V6T 1L4 www.vst.edu
Registrar's Office: (604) 822-9563; Email: registrar@vst.edu
Fax: (604) 822-9212

All students must register for degree credit by the following dates:

Summer Term: April 30th (June 1st for July Summer School programming)

Fall/Jan.Interterm/Spring Terms: No later than August 15th*

January Interterm Only: No later than November 1st

Spring Term Only: No later than December 15th

*Returning students are asked to register for their next academic year *in April of each year*. This allows for accurate book ordering and program planning throughout the summer.

In order to register, students must submit a completed **Registration Form** to the Registrar's Office by the above-mentioned due dates. Students registering after these dates will be assessed a late registration fee of \$75. Returning students must also submit a completed **Program Planning Form** after their year-end meeting with their Program Coordinator.

After the **Registration Form** has been processed, students will be sent a **Confirmation of Registration** which will include a record of tuition assessed. Once registered, students are responsible for all fees and tuition payable.

- **Summer Term** students must pay *in full at time of registration*.
- **Fall/Jan/Spring Term** students must pay a **\$600 tuition and fees deposit** by August 15th with the remainder of Fall fees paid in full by *the end of the first week of Fall Term classes*.
- **January Interterm Only** students must *pay in full at time of registration*.
- **Spring Term Only** students must pay a **\$400 tuition and fees deposit** by December 15th with the remainder of Spring fees paid in full by *the end of the first week of Spring Term classes*.

Once registered, students who wish to make changes to their registration should read the section on **Course Change and Refund Policies** below.

Answers to Questions: The Registrar is available for academic advising either by appointment (604) 822-9563 or e-mail (registrar@vst.edu). Students with questions about their registration should also contact the Registrar. Those with questions about their Student Record or tuition assessment should contact the Coordinator of Academic Records (fdw@vst.edu). For Student Account information, contact the Accounting office (jsparica@vst.edu)

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, (ii) monies owing on their student account, (iii) taken 18 credits and are not admitted to a diploma or degree program of the School.

Completing the Registration Form:

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) facilitate the provision of services offered in connection with the University of British Columbia (e.g., UBC Library, membership with the Alma Mater Society), (iv) facilitate students' membership with the Regent College Library, (v) 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 (vi) 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 Registration: Fill in the Course #, Course Title, and whether you are taking the course for Credit (including number of credit hours) or Audit. If you have not been admitted as a VST degree student and wish to audit a course, permission may be required from the instructor teaching the course before the Registration is processed.

3. Sign and date the *Registration Form*.

4. Tuition Benefits: Various categories of students qualify for reductions in tuition and fees. On Page 3 of the *Registration Form* is an *Application for Tuition and Fee Benefits Form*. Complete this if you wish to apply for any of the benefits described there.

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* can be downloaded from the VST website (www.vst.edu "Current Students/Student Forms")

Study Permits:

Students who are not citizens or permanent residents of Canada are required by law, in most cases, 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

1. Tuition and Fees Policies:

Tuition and other fees shall be paid in full as follows

Summer Term: full amount due at time of registration.

Fall Term: \$600 by August 15th, remainder by end of first week of Fall Term classes

January Interterm: At time of registration (if not included in Fall registration)

Spring Term: \$400 by December 15th, remainder by end of first week of Spring term classes.

Fees may be paid by cash, cheque, money order, or credit card (Visa or MasterCard).

(The following are the projected fees for 2007/2008, they are subject to change)

1. 2008/09 Tuition Fees: Canadian Students

Diploma, M.Div, MATS, GDSD: \$235 per credit hour

Th.M: \$346 per credit hour

2. 2008/09 Tuition Fees: International Students

Diploma, M.Div, MATS, GDSD: \$373 per credit hour

Th.M: \$552 per credit hour

3. 2008/09 Student Fees (non-refundable):

Summer Term: VST fees only (excluding ID fee); Summer AMS and UPASS fees may apply;

Full-time or Part-time in Fall/Spring terms: All fees as listed below

These fees are mandatory for all students registering for degree credit .

The Student Fees consist of the following:

VST Student Association fee: \$20/term (Summer/Fall/Spring)

VST Library and Technology Fee: \$25/term (Summer/Fall/Spring)

UBC U-Pass fee: \$106.00/term (Summer UPASS available see supplementary calendar for details)

AMS membership fee: See *Supplementary Calendar for exact amounts*. (Approximately \$70.00 full-time; \$50.00 part-time)

AMS Health & Dental Plan fee: See *Supplementary Calendar for exact amounts*.

(Approximately \$200.00 full-year; \$135.00 Spring term only)

Notes:

- Students may Opt-out of the AMS Health & Dental Plan if they are covered by another extended health coverage. They must opt-out through the H&D office in the UBC Student Union Building within the first few weeks of term, and bring their opt-out slip to VST's Records Office so a refund of fees can be arranged. If the opt-out is a 'Permanent Opt-Out', students may make note of this on the *Application for Tuition and Fee benefits* on subsequent registrations.
- Part-time students on campus one day/week or less may opt-out of the UPASS. See *Application for Tuition and Fee benefits* to register a request to opt-out.
- VST Student ID fee is paid only once at time of a student's first registration at VST, with the exception of students registering only for Summer Term.

2. Course Change and Refund 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 to add courses is the beginning of the 3rd week of classes.** Courses may be dropped throughout the term, but withdrawals do not always result in a refund of tuition.

Summer Term refund policy: Student fees and \$50/course of tuition assessed are non-refundable. Of the remaining fees, refunds will be made on the following basis when notification is received:

- ***Up until 7 days prior to the Intensive course – 100% refunded***
- ***6 or fewer days prior to the beginning of the course – no refund can be given***

***Students may change their courses from credit to audit (no change in fees) up until the end of Summer Term (Aug.31st). After the end of Summer Term any notification of withdrawal from a course will result in the course being recorded as “Not Approved”.*

Fall/Spring Term refund policy: All student fees and the first \$100 of tuition assessed are non-refundable after August 15th. ***Of the remaining fees***, refunds will be made on the following basis when notification is received:

- ***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***

***Any withdrawals after the first two weeks of classes will result in a “Withdrawal” notification on a student’s record. After the last day of term, any withdrawal will result in the course being recorded as “Not Approved”.*

3. Academic Policies:

The *VST Academic Calendar and Supplementary Calendar/Student Handbook* contains 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.**

4. Harassment Policy:

Harassment is unacceptable at Vancouver School of Theology. A brochure describing this policy in detail can be obtained from the School, and the full policy is available from the Administration Services Centre (ASC – Room 123)

Vancouver School of Theology Registration Form

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

Please check all boxes that are applicable:

- I have completed an undergraduate degree
- I am an entering student at VST: _____(degree program)
- I am a returning student at VST: _____(degree program)
- I am in the process of applying to Vancouver School of Theology*
- I am considering applying to Vancouver School of Theology*
- I am a registered student in another institution*: _____
(name of institution)

*Students who are not 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, and is limited to a maximum of 9 credit-hours per term and may not exceed 18 credit hours total before 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.

VST Student ID: _____ Birthdate: _____ (mm/dd/yy)
(required if returning student)

Social Insurance Number: _____ Citizenship: _____

Name: _____
(first) (last)

Salutation (please circle preference): Mr./ Mrs./ Ms. Other _____

Address: _____

City _____ Country _____

Postal Code: _____ E-mail: _____

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

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

Denomination/Faith Expression: _____

Diocese/Presbytery/etc.: _____

Emergency Contact: _____
(name – please print) (Relationship with student)

Contact Information:(____) _____
(phone number) (email)

Privacy Laws and VST Student Directory:

As part of the registration process VST collects certain data from a student for various purposes. VST complies with all privacy laws. Personal information about students is handled confidentially and in accordance with provincial legislation. For the convenience of the VST Community (i.e. students, faculty, and staff), VST produces a Student Directory twice a year, once registration is complete for the semester. Privacy Legislation requires that we have your permission to include your information in that publication.

Please check which information VST has your permission to publish in the Student Directory:

- Name
- Address
- Denom./Faith Expression Information
- Email address
- Phone number(s) (please indicate)
 - Home
 - Cell
 - Work
 - Fax

(Student Name – please print)

(Student Signature)

(Date)

Registration Form (Con't): Complete the following tables for courses you wish to take.

Summer Term (Degree credit only):

Course Number	Course Title	# Credit Hours	Audit?
			N/A
			N/A
			N/A
			N/A

→ Submit with Registration Form: \$45 Student fees + full tuition payment.

Fall Term:

Course Number	Course Title	# Credit Hours	Audit?

→ \$600 tuition and fees deposit due by August 15th. Remainder due by end of first week of Fall Term classes.

January Interterm:

Course Number	Course Title	# Credit Hours	Audit?

→ January Interterm Only students must *pay in full at time of registration*.

Spring Term:

Course Number	Course Title	# Credit Hours	Audit?

→ For Spring Term Only registrations, \$400 tuition deposit is due by December 15th.
Remainder of tuition due by end of first week of Spring Term classes.

A \$75 Late Registration Fee will be assessed if registration arrives after the dates noted on the **Registration Information** page.

Student Fees: All full and part-time students are assessed student fees with the exception of:

- Auditing students
- Students registered *only* in CPE
- Distance students, including students on Church Internships

Check here if you wish to have the Student Fees charged to your account regardless of the above exceptions. Please note that if you check this box all student fees will be assessed (i.e. you can not pick and choose!)

By signing below, I declare that:(i) The information I have given above is complete and accurate; (ii) I have read the Student Contract attached and agree to abide by it while studying at VST; and (iii) 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 Regent College Library for the purpose of membership in that library.

Student's Signature	Date
Authorized VST Representative	Date

Payment of Tuition and Fees: Please check the appropriate option(s) and fill in the spaces below clearly:

Summer Term or January Interterm:

____ Charge **full amount** to my credit card now. ____ Cheque is enclosed/in the mail

__ Visa __ MC **Credit Card #:** _____

Expiry Date: _____ **Amount Paid:** \$ _____

Cardholder Name: _____ **Signature:** _____

- Summer UPASS:** *If you were registered for degree credit in the previous Fall and/or Spring terms at VST, you can opt-in to the Summer UPASS program for an additional \$100. Check here if you would like the Summer UPASS. Please add to payment above. Summer UPASS bus pass is assessed automatically if you will be in classes for more than 5 weeks during the summer.*

Fall or Spring terms:

Please contact the Accounting office by Aug. 15th or Dec. 15th to pay your tuition and fees deposit. Remainder is due by the end of the first week of classes. Accounting phone: 604-822-9503; email: jsparica@vst.edu

Application for Tuition and Fee Benefits

Name of Student: _____
(please print)

Auditing Benefits*

Auditing tuition fees are 50% of regular tuition fees. Certain students receive further discounts. To receive further auditing tuition benefits, please check the appropriate boxes below:

- | | |
|--|---|
| <input type="checkbox"/> Full-time VST Student (free of charge) | <input type="checkbox"/> Family of VST faculty/staff (free of charge) |
| <input type="checkbox"/> Senior: 65+ (free of charge) | <input type="checkbox"/> Clergy member (50% additional discount) |
| <input type="checkbox"/> Partner of full-time VST student (free of charge) | <input type="checkbox"/> Paid Lay Minister (50% additional discount) |
| <input type="checkbox"/> VST Faculty/Staff (free of charge) | <input type="checkbox"/> VST Alumni (50% additional discount) |

***Not applicable to July Summer School courses or other Chalmers-sponsored events. To Audit Chalmers courses, students must use a Chalmers registration form available in Chalmers brochures or on-line.**

Degree Credit Tuition Benefits

Certain students receive discounted tuition. To receive tuition benefits, please check the appropriate boxes below:

- Senior: 65+ (50% tuition)
- VST Faculty/Staff (50% tuition)
- Family member of VST faculty/staff (50% tuition)

Student Fees Benefits

Please check the appropriate boxes to receive Student Fees benefits:

- I have received a Permanent Opt-Out from **AMS Health & Dental Plan**
(Must submit Permanent Opt-Out form to Records Office)
- I would like to Opt-Out of **U-PASS** for following reason:
 - On campus only one day/week or less
 - Have U-PASS from other institution: _____ (Institution and student #)
 - Hold alternate transit pass: _____ (for what purpose)
 - Documented Disability
 - On campus for five weeks or less during summer term

By signing below, I declare that (i) The information above is complete and accurate; (ii) I understand that if I do not maintain eligibility for this benefit throughout the term(s) in which I am registered, I will be subject to paying the full tuition rates plus any other fees that may apply.

Signature of Student: _____ Date: _____