



Registrar's Office and Student Services (ROSS)
4401 University Drive
Lethbridge, Alberta
T1K 3M4
Fax 403-329-5159
Phone 403-320-5700

OPEN STUDIES REGISTRATION FORM

University of Lethbridge
ID Number

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I have read and understand the regulations stated on the back of this form. Initial here _____

I wish to register in: Spring _____ Fall _____ Summer _____
Year Year Year

Undergraduate student: I have enclosed: \$20 non-refundable registration fee and the \$80 non-refundable tuition deposit

Graduate student: I have enclosed: \$20 non-refundable registration fee deposit and the \$100 non-refundable tuition deposit

Please Print

Last Name:	
First Name:	Middle Name(s):
Former Name(s) (if applicable):	
Preferred First Name:	

Sex:	Date of Birth:	Social Insurance Number:
<input type="checkbox"/> Female <input type="checkbox"/> Male	Day: Month (e.g. Jan): Year:	

Permanent Mailing Address

Street, Box Number, Apartment Name:		
City or Town:	Province:	
Country:		
Postal Code:	Area Code	Telephone
Email Address:		

Current Mailing Address (if different from above)

Street, Box Number, Apartment Name:		
City or Town:	Province:	
Country:		
Postal Code:	Area Code	Telephone

Designate Authorization

You may authorize another individual to act on your behalf, with respect to registration issues. Related information will be released only with this authorization.

Designate's Last Name:	
First Name:	Middle Name(s):
Relationship to Applicant:	
Street, Box Number, Apartment Name:	
City or Town:	Province:
Country:	
Postal Code:	Area Code Telephone

Marital Status: <input type="checkbox"/> Not Married <input type="checkbox"/> Married	Senior Citizen <input type="checkbox"/> Yes (65 years and older)
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Confidentiality (check one only): <input type="checkbox"/> Public Access – My email address will be listed on the University of Lethbridge website (over the Internet). My telephone number will be listed in the Students' Union Directory (should one be published). <input type="checkbox"/> Restricted Access – Access to information will be restricted to authorized University officials.

Are you registering in: Check both boxes if appropriate. <input type="checkbox"/> Undergraduate Courses <input type="checkbox"/> Graduate Courses Students not currently admitted to graduate programs must contact the Faculty for course approval.

Immigration Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant (Requires Landed Immigrant documents to be submitted with this form) <input type="checkbox"/> Student Visa <input type="checkbox"/> Other Visa (please specify) _____ Country of Citizenship (to be completed by applicants who checked Landed Immigrant, Student Visa, or Other Visa): _____
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First Spoken Language: What is the language you first spoke and still understand? _____ If you have ever written TOEFL, IELTS, CAEL, CAE, CPE, or MELAB or taken U of L Advanced Level EAP, indicate date taken/completed and score. Official documents must be presented to the Registrar. Students whose first language is not English must meet the English Language Proficiency Requirement. Date: Score: _____
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Post-Secondary Education: Have you ever applied for admission to the U of L, or attended as an Open Studies Student? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever attended another post-secondary education institution(s) (university, college, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been required to withdraw from an educational institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate: Date: Institution: _____ Reason: _____

- Students will register in courses using the BRIDGE (www.uleth.ca/bridge)
- Only students registering in a course that CANNOT be registered using the BRIDGE need to complete this section of the form (i.e. Independent Study, Co-op Work Experience, Dean's Approval courses, etc.)

Course Information

Name	Course	Section/CRN	Lab/CRN	Tutorial/CRN	Prerequisite verification attached. Initial for Yes if required.
e.g. CPSC	1000	A/10876	2/10877	02/10878	

Advisor Authorization signature if required.

Registration Authorization

Validation from Cashier

Declaration of Applicant: With regard to this registration form, I certify that the particulars furnished are true and complete in all aspects, and that no information has been withheld. I understand that falsifying documents or information on this form will result in penalties up to and including immediate permanent dismissal from the University. I understand that misrepresentation, falsification of documents, or the withholding of requested information in regard to this application are serious offences that may result in prosecution under the University of Lethbridge Calendar policies and/or the Criminal Code of Canada.

The personal information collected on or in conjunction with this form is collected under the authority of the Post-secondary Learning Act (Alberta), the Freedom of Information and Protection of Privacy Act (Alberta), the Statistics Act (Canada), and the Taxation Act (Canada). It will form part of your record as a student and will be disclosed to academic and administrative units according to the University's Confidentiality of Student Records Policy. Specific data elements will be disclosed to the Federal and Provincial Governments to meet reporting requirements and to the Students' Union in accordance with the University's Confidentiality Policy. At the University of Lethbridge, only a student's name, registration and graduation status, and degree/diploma/certificate awarded are defined as the student's public record. All other information is considered confidential and will be used and disclosed in accordance with privacy legislation. For more information regarding the collection or use of this information, please contact the Associate Vice-President (Student Services) and Registrar (403-329-2233).

Applicant's Signature _____ Date of Application: _____

READ ALL THE INFORMATION ON THE BACK OF THIS FORM.

Distribution: White Copy - Registrar / Yellow Copy - Student

Read the Open Studies Student policies in the Timetable and/or Calendar

A.REGISTRATION INFORMATION - OPEN STUDIES STUDENTS

A student who wishes to register as an Open Studies Student must submit this Open Studies Registration form completed in every respect and accompanied by the required fee by the deadlines specified in the Calendar. This type of enrolment is described below:

NOTE: Normally Open Studies registration is only for those students who did not complete any courses in the previous term as admitted students.

1. The student is permitted to register but is not admitted to the University. Previously admitted students may register as Open Studies Students, but such registration does not constitute readmission to the University. Students who have never previously been admitted to the University may attend as Open Studies Students.
2. The student has second priority in registration after admitted students. Purchase of books is not recommended until registration is finalized.
3. Students who have been required to withdraw from this or any other post-secondary institution within the last 12 months are not encouraged to register as Open Studies Students. Poor academic performance may jeopardize future admission to the University of Lethbridge.
4. Transcripts of previous post-secondary work are necessary if prerequisites are required, and proof of English Language Proficiency.
5. Prerequisites must be met where applicable. Checking for prerequisites is the students' responsibility.
6. The student is subject to a maximum registration limit of six courses per Fall or Spring Semester.
7. Summer Session students may enrol in courses as follows:

Session	I	II	III
Arts and Science	2	2	2
Education	3	2	1
Fine Arts	3	2	2
Health Sciences	3	2	1
Management	2	1*	1*

*The maximum number of courses Management students may take over Summer Sessions II, III, and III/III is two.

NOTE: In the event of a difference between the maximum credit hour limits set by the Faculties/Schools, students in Combined Degrees programs will be governed by the more stringent limits.

8. Open Studies Students may apply for admission to the Fall or Spring Semester before published deadlines through one of the approved admission routes. Part of the documentation required in such cases will be University of Lethbridge transcripts.
9. Courses completed as an Open Studies Student may be counted towards the student's program, subject to the appropriate rules of the faculty/school regarding residence and requirement to withdraw.
10. If you attempt to register and were unsuccessful in getting a course, contact the Registrar's Office regarding the \$80.00 tuition deposit.

B. CANCELLATIONS, WITHDRAWALS AND REFUNDS

Cancellations

Cancellation of registration may be done up to and including the last day of Add/Drop for the Fall and Spring semesters and each Summer Session. A student may cancel his or her registration in person, by Registered Mail, or by logging on to the Bridge (www.uleth.ca/bridge) and will forfeit the deposit and the registration fee.

Students who have found it impossible to register in a single course may apply to the Registrar's Office and Student Services (ROSS) for a refund of the tuition deposit.

Withdrawals

Individual Course Withdrawal

Students who withdraw from a course or courses are assessed a percentage of the total fee applicable for that course or those courses, effective the date of notification of withdrawal. Total fee assessment at any given time will be the sum of the course fees for each course withdrawal in accordance with the schedule below, plus the applicable general fees. Notification of withdrawal is considered effective on the date that the Withdrawal form is received by the Registrar's Office and Student Services (ROSS).

Complete Withdrawal

A student wishing to withdraw from the semester must notify the Registrar's Office and Student Services (ROSS) by submitting a Complete Withdrawal form which can be obtained from the Registrar's Office and Student Services (ROSS). The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment. Failure to comply with this requirement results in the assignment of failing grades and full assessment of fees. Students who mail their Withdrawal form are encouraged to use Registered Mail.

Percentage Assessed

The fee assessment schedule is as follows:

	University of Lethbridge			Students' Union/Graduate Students' Association		
	Tuition	Student Administrative Fee/ Materials/ Services	SRS	All Fees	Health/ Dental Plan	Meliorist
Fall Semester						
Cancellation up to the last day of Add/Drop:	0%	0%	0%	0%	0%	0%
	\$80 (\$100 for graduate students) non-refundable Confirmation of Admission deposit forfeited					
After Add/Drop to October 1:	20%	100%	100%	100%	100%	100%
Withdrawal after October 1 to November 15:	50%	100%	100%	100%	100%	100%
After individual and complete withdrawal deadline:	100%	100%	100%	100%	100%	100%

	University of Lethbridge			Students' Union/Graduate Students' Association		
	Tuition	Student Administrative Fee/ Materials/ Services	SRS	All Fees	Health/ Dental Plan	Meliorist
Spring Semester						
Cancellation up to the last day of Add/Drop:	0%	0%	0%	0%	0%	0%
	\$80 (\$100 for graduate students) non-refundable Confirmation of Admission deposit forfeited					
After Add/Drop to February 1:	20%	100%	100%	100%	100%	100%
Withdrawal after February 1 to March 15:	50%	100%	100%	100%	100%	100%
After individual and complete withdrawal deadline:	100%	100%	100%	100%	100%	100%

	University of Lethbridge			Students' Union/Graduate Students' Association		
	Tuition	Student Administrative Fee/ Materials/ Services	SRS	All Fees	Health/ Dental Plan	Meliorist
*Summer Session						
Cancellation up to the last day of Add/Drop:	0%	0%	N/A	0%	N/A	N/A
	\$75 (\$100 for graduate students) non-refundable Confirmation of Admission or tuition deposit forfeited					
After Add/Drop up to and including the fifth working day of the Session:	50%	100%	N/A	100%	N/A	N/A
After the fifth day of the Session:	100%	100%	N/A	100%	N/A	N/A
	* Full-term Summer Session courses are assessed fees on the same deadlines as Summer Session I courses.					

Refunds

Students are entitled to a refund of any payments in excess of their current assessment. Students wanting a refund of excess payments must contact the Cash Office to initiate the refund process. Students should allow up to two weeks for their refund to be processed if requesting their refund in the form of a cheque. Interact Direct payment refunds are available to students who do not want to wait for a cheque to be processed. Students must provide valid picture identification in order to obtain Interac Direct payment refunds. Refunds for a course drop or complete withdrawal cannot be processed until after the drop or withdrawal has been processed by the Registrar's Office and Student Services (ROSS). Any refunds to international addresses will be processed by bank wire.

C. STUDENTS' UNION

Location: SU180 • Hours: Monday - Friday (8:30am-4:30pm) • Website: www.ulsu.ca • Telephone: 403-329-2222

Students' Union Health and Dental Plan

The Students' Union Health/Dental Plan is mandatory for all full-time students, including Open Studies students. Students covered under an alternate extended health/dental insurance plan may opt out of the ULSU benefit plan. To opt out, students must submit an opt-out form and provide proof of alternate coverage prior to the opt-out deadline. The online Health & Dental Opt-Out form is available on the Bridge, under the Registrar's Office and Student Services tab. Alternatively, students can opt-out at the Students' Union office (SU180). For more information regarding opt-out, see the Students' Union website at www.ulsu.ca.

D. FEE PAYMENT DEADLINES

Interest On Overdue Accounts

Any sum that becomes due and payable to the University of Lethbridge shall bear simple interest at the rate of the Bank of Montreal prime lending rate plus 5% per annum from the date that it first became due and payable. Any payments made shall be applied firstly against interest accrued and, thereafter, against the principal balance owing.

Payment Deadline Dates

Academic, Students' Union, CKXU, Meliorist & LPIRG Fees:

Fall Semesters	October 1
Spring Semesters	February 1
Summer Sessions	Day After Add/Drop

Housing Fees:

Single Student Housing	First day of class
Family Townhousing	First day of every month

Residence Dining Plan:

First day of semester (Fall, Spring)

A simple interest charge of prime plus 5% per annum will be added to the principal balance outstanding at the close of the applicable deadline date and to the outstanding principal amount at the close of the first day of each successive month that the account remains unpaid. Interest charges will be exempted for special circumstances upon written confirmation of a student loan, sponsorship, or scholarship. The Cash Office must be notified of such circumstances prior to the deadline. Post-dated cheques may be presented to the Cash Office, but interest charges will begin to accumulate after the applicable deadline date.

Notwithstanding any policy of the University, by submission of this application, the applicant agrees that if in default of any obligation to the University, the information contained in this application and other documentation held by the University from time to time, and which is related to the applicant, may be used by the University or any agent acting on its behalf for all purposes regarded by the University as necessary in the conduct of its affairs.