SFU SIMON FRASER UNIVERSITY
CONTINUING STUDIES

COURSE REGISTRATION FORM

Please fill in the following information to register in non-credit courses from Continuing Studies at Simon Fraser University. To apply to certificate and diploma programs, please use application forms provided by those programs.

Please complete this form and return with total payment to:
Continuing Studies
Simon Fraser University
2300-515 West Hastings St
Vancouver, BC V6B 5K3

Or return by fax to 778-782-5238

Or register securely online at
register.cstudies.sfu.ca

Name and Contact Information

* Indicates a required field

_____
* Date of Birth (MM/DD/YYYY)

* ❑ Female ❑ Male or: _____
(please comment)

_____
* Name (first) (middle) * (last)

_____
Title / Department / Organization (if applicable)

_____
* Preferred Address ❑ business ❑ home ❑ other

_____
* City * Province * Postal code

_____
* Preferred telephone ❑ cell ❑ business ❑ home

_____
Alternate telephone ❑ cell ❑ business ❑ home

_____
* Preferred email ❑ professional ❑ personal

_____
SFU Student ID (if applicable/known)

Payment Information

All courses offered as part of a certificate or diploma program are exempt from HST, even if you are only registered for one course within a program grouping. SFU HST#: 118 520 725 RT

My total payment of $_____ is enclosed by:

❑ cheque (made payable to Simon Fraser University)
❑ VISA ❑ MasterCard

_____
Card number Expiry date

_____
Signature (mandatory if paying by credit card)

_____
Cardholder's name (if different from registrant)

_____
Address

_____
City Province Postal code

_____
Email

Registration Information

Course Number															**Course Title**	**Fee** (please include HST, if applicable)
3–4 letters				3 numbers			–	2 letters		4–5 numbers						
M	G	M	T	1	1	1	–	V	A	1	1	1	7	1	Writing in the Workplace	570
															Total Payment	

Collection of Personal Information

The University collects your personal information under the authority of the *University Act* (RSBC 1996, c. 468, s. 27(4)(a)). The information is related directly to and needed by the University to administer and operate non-credit programs, workshops and courses. The information will be used to register you in the appropriate non-credit program, monitor your academic progress and send you information about University programs. It will also be used to issue certificates and diplomas for eligible students.

If you have any questions or requests about the collection and use of this information please contact Continuing Studies, 2300–515 West Hastings Street, Simon Fraser University, Vancouver, BC V6B 5K3, 778-782-8000, csreg@sfu.ca.