### Register Online

The quickest, easiest way to secure your seat is to register online. Registering online is simple, secure and convenient.

Register online  
[sfu.ca/liberal-arts](http://sfu.ca/liberal-arts)

### Other Ways to Register

**Phone**  
Call us at 778-782-8000  
Toll-free: 1-844-782-8877

**Fax or mail**  
Complete the registration form.  
Fax it to 778-782-5098 or mail it to us with your payment:

*Simon Fraser University*  
Continuing Studies  
2300–515 West Hastings Street  
Vancouver, B.C. V6B 5K3

### In person

Visit the Registrar and Information Services desk in the main concourse of SFU Harbour Centre.

Courses can fill quickly. We advise having substitute choices in mind when you register.

**Payment**  
We require payment for all courses and programs when you register. We accept payment by cheque, credit card (Visa or Mastercard) or wire transfer. Please make your cheque payable to Simon Fraser University. Once we receive your registration and payment, we’ll send your confirmation and receipt by email.

*NOTE: SFU does not accept cash payments for tuition fees.*

**Liberal Arts Certificate for 55+ (Non-Credit)**  
If you wish to have a course count toward the Liberal Arts Certificate (see page 2), you’ll need to pay a $20 administration fee for the marking of the essay you’ll be writing. (For example, if you’re taking two courses but wish to write an essay for only one, add $20 payment for that course only.)

**Tax Receipt**  
If your SFU tuition fees exceed $100 in one calendar year, they may qualify as a tax credit. The payment receipt that we’ll email you after you register is your official tax receipt. To determine whether your tuition fees qualify, consult the Canada Revenue Agency guidelines.

### Course Cancellation and Instructor Substitution

We reserve the right to cancel courses or substitute instructors without liability. If we do cancel a course, we will make every effort to give adequate notice.

**Continuing Studies Non-Credit Cancellation/Refund Policy**  
*We issue refunds in the original method of payment and to the original payee only. Include your payment receipt when you request a refund.*

- **Send your written refund request to us at learn@sfu.ca at least five business days before the course start date. All refunds are subject to a 20 per cent administrative charge per course, to a maximum of $50 per course.**
- **If you submit a request less than five business days before the course start date, you will not receive a refund.** It is also too late to request to transfer.
- **If SFU Continuing Studies cancels a course you have registered and paid for, you will receive a full refund.**

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### Registration Form

**Name and Contact Information**

<table>
<thead>
<tr>
<th>Date of birth (MM/DD/YYYY)</th>
<th>Female</th>
<th>Male</th>
<th>(please comment)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Information**

- **My total payment of** $_________ **is enclosed by:**
  - [ ] Cheque (made payable to Simon Fraser University)
  - [ ] Visa
  - [ ] Mastercard

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>Province</th>
<th>Postal code</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

**Telephone**

<table>
<thead>
<tr>
<th>Email</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Please return this form with payment to:**

*Continuing Studies*  
Simon Fraser University  
2300–515 West Hastings Street  
Vancouver, B.C. V6B 5K3

**Or fax to:** 778-782-5098

**You can also register quickly and securely online:**  
[sfu.ca/liberal-arts](http://sfu.ca/liberal-arts)

**Registration**

**Course Title**  
*From Grass to Glass: A History of Fibres*

<table>
<thead>
<tr>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLUS794</td>
<td>$115</td>
</tr>
</tbody>
</table>

**Additional Courses**

For additional courses, use a separate sheet of paper.

*To protect your privacy, we do not keep credit card numbers.*

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**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, Simon Fraser University, 2300–515 West Hastings Street, Vancouver, B.C. 778-782-8000, learn@sfu.ca.