

Request to Register for Online/Virtual Course(s) (Winter 2022)

Student Information			
Legal First Name	Legal Last Name (family name)	Date of Birth (DD / MM / YYYY)	Student ID Number

Study permit compliance requirements are set by **Immigration, Refugees, and Citizenship Canada (IRCC)**. *“Under normal circumstances, all distance learning courses completed outside Canada are excluded from the time accumulated towards the length of the post-graduation work permit, and 50% of a student’s courses must be completed in Canada and in person.*

Distance learning from outside of Canada

You can complete up to 100% of your studies online from outside Canada between spring 2020 and August 31, 2022, because of a temporary COVID-19 policy. This policy is in place until August 31, 2022.

You’re eligible for this temporary policy if you meet all of the following criteria:

- You’re enrolled in a PGWP-eligible program.
- You were outside Canada and unable to travel to Canada because of the COVID-19 pandemic but were still able to take online courses.
- You began a program in any semester from spring 2020 to summer 2022, or your program was already in progress in March 2020.
- You have a study permit or approval for a study permit, or you have applied for a study permit for which you are eventually approved prior to starting your program.
- You meet all other PGWP eligibility criteria

Distance learning from inside of Canada

- If your courses were moved online due to the pandemic, the time you spend studying online from within Canada still counts toward the length of your PGWP. However, it’s highly recommended that you attend in-class options when offered.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html#outside>

In order to ensure that students are compliant with IRCC requirements, and to support our international students who are unable to travel to Canada for in-person studies due to the Covid-19 pandemic, a special request to register for online/virtual delivery courses must be made to the Office of the Registrar **prior to the start of term.**

The student must meet the following criteria:

- i. Must be a domestic student or international student holding a valid study permit. (AIP and Application letters are not considered valid study authorization at this time)
- ii. Must have prepaid tuition fees sufficient for the course(s)
- iii. Unable to travel to Canada because of the COVID-19 pandemic (if applicable)

To request permission to be registered in an online/virtual delivery course(s) the student must meet the criteria and submit this form to the Course Registration Unit (registration@alexandercollege.ca) on or before the **deadline of Friday, January 7, 2022 (4:00pm)**

Registration Information		
Number of Course *		
1 Course	2 Courses	3 Courses
*Students may enroll in a maximum of 3 online courses per term. ENGL 100 must be registered with 2 additional courses		
Course Preference Selection		
List in order of preference from 1 – 5, with 1 being the first choice, and 5 being the last choice. Include the course code and section, e.g., ECON 103A		
1. _____	2. _____	3. _____
4. _____	5. _____	

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Declaration

- I authorize the Office of the Registrar to make course selections, and to transfer my tuition prepayment to pay for tuition and supplemental fees for the above courses, on my behalf. I understand that I will not be registered if there are insufficient funds in my student account.
- I understand that I will be registered in the number of courses requested, as indicated by my selection and order of preference on this form, subject to seat availability, on a first-come-first-served basis.
- I acknowledge that I may not be enrolled in more than 3 online courses during one term.
- I understand that the course reservations above may be lifted at the end of the first day of classes. I understand that thereafter registration is not guaranteed.
- I have read and understand all applicable policies, including those related to registration, tuition, and refunds.

Student Signature	Date (DD / MMM / YYYY)
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OFFICE USE ONLY

Current Program	
Current English Eligibility	Current Math Eligibility
Verified by (Signature)	Date (DD-MMM-YYYY)