



Office of the Registrar

Email : registration@alexandercollege.ca

Tel : (604) 435-5815

Fax : (604) 435-5895

COURSE-IN-PROGRESS REGISTRATION

Student Information

STUDENT INFORMATION

<i>First Name</i>	<i>Last Name</i>	<i>Application or Student ID</i>
<i>Email Address</i>	<i>Telephone Number</i>	

REQUEST DETAILS

Prerequisite Course-in-Progress (Other School)

<i>Institution Name</i>	<i>Course Number and Title</i> <i>(e.g. ECON 1250 Introduction to Microeconomics)</i>

Requested Course(s) (Alexander College)

<i>Course Number and Title</i> <i>(e.g. ECON 1250 Introduction to Microeconomics)</i>

TERMS AND CONDITIONS

A transcript indicating the final grade(s) of the in-progress course(s) must be submitted to the Office of the Registrar prior to the first day of classes in a given term. If the student is unable to provide the final grade, or receives a failing grade for the course, he/she is expected to drop the course(s). If the final grade is not provided to the Office of the Registrar prior to the first day of classes, the student will be automatically withdrawn from the course(s) without further notice.

Refunds

If the course(s) are dropped prior to the start of classes, the student will receive a 100% refund. If the course(s) are dropped prior to 4:00pm on the first Wednesday of the first week of term, the student will receive a 70% refund. If the course(s) are dropped after 4:00pm on the first Wednesday of the first week and prior to the end of the first week of term, the student will receive a 50% refund, per the College's refund Policy. The full Refund Policy is available at: <https://alexandercollege.ca/admissions/tuition-and-fees/>

DECLARATION

- I have read and understand of the terms and conditions of registration with an external course-in-progress at Alexander College.
- I understand that it is my responsibility to provide the final grade for the course-in-progress prior to the first day of classes.

<i>Student Signature</i>	<i>Date</i>

OFFICE USE ONLY

<i>Authorized Staff Signature:</i>	<i>Date</i>