

Registration form & refund policy



We're ready for you!

Name _____ Home Phone _____

Work Phone _____ Cell _____ Email _____

Street Address _____ Apt# _____ City _____ Postal Code _____

Gender _____ Date of Birth _____

Course Code	Course Name	Course Fee	Book Fee	Sub-Total
			Total Fees	





Expiry Date:

MM/YY

3-digit validation code on back of card

Make cheques payable to:

Ridge Meadows College

There will be a \$25 charge for NSF cheques

Four ways to register:

Phone: 604-466-6555

Fax this form: 604-463-5437

**In person, or by mail: Riverside Centre
20575 Thorne Avenue
Maple Ridge V2X 9A6**

Refund Policy - please see our website for a detailed policy handbook:

All refunds are subject to a 10% administration fee, except when the school changes the commencement date. When a notice of intent not to commence a program of study is received one week in advance, tuition will be refunded in full (less the 10% administration fee to a maximum of \$100). When notice of intent to discontinue a program or course is received, refunds will be prorated according to elapsed time as follows, and will be processed within 30 days of receipt of notice. Non-attendance does not constitute withdrawal. There is no refund for one session classes after the class has run. Notice must be received by the registration office in writing, by mail, fax or in person. Please allow at least three weeks for refunds to be processed. Books are not refundable.

Time of Withdrawal	0-10%	11-20%	21-30%	Over 30%
% Refund	90%	80%	70%	No refund

