



REGISTRATION FORM FOR INDIVIDUAL COURSES

Please note, a \$250 registration fee is required before registration can be processed. The fee is nonrefundable but it part of your tuition cost. It is not a separate fee from your tuition.

STUDENT INFORMATION

Last Name:		First Name:	Middle Name:
Previous/Maiden Name(s) (if applicable):			Student ID (if applicable):
Current Mailing Address:			Date of Birth (mandatory):
City:	Province:		Postal Code:
Phone Number:	Email Address:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Citizenship:	Denomination:	Ethnicity:	

If you wish to declare you are an Aboriginal person, please specify: Inuit Metis Status/First Nations Non-Status/First Nations

This is my first course at Ambrose University

I am a visiting student from:

EDUCATIONAL BACKGROUND (UNGRADUATE DEGREE INFO NEEDED FOR SEMINARY COURSES)

Institution:		Degree:
Start Date:	End Date:	Graduation Date:

***Alberta Student Number, (mandatory for undergraduate courses only):**

***Note: Due to government reporting, ALL students taking undergraduate courses MUST have an ASN, even if they are out of province. You cannot register in a course without one. To set up or look up your ASN, please follow the link: <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms/>**

REGISTRATION INFORMATION

Semester:		Location: <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus (location):	
Course ID and #:	Section	Course Name	Prerequisite? (if there is one, please attach an unofficial transcript to show proof)
1.			
2.			
3.			

PAYMENT OPTIONS: Credit Cards will only be processed for the \$250 deposit. Please see reverse for more details

Visa MasterCard Payment enclosed in the form of a cheque or money order

Please send a receipt to my church address at:

Card Number	3 Digit Security Number	Expiry Date
Name of Credit Card:	Signature of Card Holder:	

DECLARATION

I certify that the information provided is true and complete in all respects and understand that failure to provide complete and true information may result in penalties. I understand that I will be bound by the regulations of Ambrose University as listed in the Academic Calendar (see reverse)

Student Signature:

Date:

Return this form to the Registrar's Office, Ambrose University
150 Ambrose Circle SW, Calgary, AB T3H 0L5 Fax: 403-571-2556 Email: registrar@ambrose.edu



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OFFICE USE

Entered in BlackBaud:	Date:	Copy Given to Finance:	Date:
		Student Notified:	

OPTIONAL FIELDS

Ethnic Background:	Denomination:
Church Name:	Church City:

GENERAL INFORMATION

- **Student Communication:** During the semester(s), the Ambrose school email account serves as the primary mode of official communication with students. It is the **student's responsibility** to be aware of email sent their student email address.
- **Open Studies Students:** Students who have not been formally admitted into a program may take up to **15 credits** at Ambrose as an Open Studies Undergraduate student and **9 credits** as an Open Studies Graduate student, after which they must complete a formal admission process and be admitted into a program in order to register in credit courses. Open Studies students may need to submit unofficial transcripts in order to meet course prerequisites.
- **Ambrose Graduate Students:** Students with an accredited Bachelor's degree are eligible to take Ambrose Seminary courses. A transcript may be required to show that the student has earned an undergraduate degree.
- **Visiting Students:** Visiting Students must present a Letter of Permission from their home institution in order to register in courses Ambrose. Visiting students are not required to complete the full admission application but may need to submit unofficial transcripts in order to meet course prerequisites.

FINANCIAL INFORMATION

- All students are required to make a \$250 non-refundable tuition deposit prior to registration. (The deposit is applied to the total tuition as this registration fee is NOT an additional fee).
- Please be aware that Ambrose does not accept credit card payments for the balance of your account less the \$250 registration deposit.
- Payment can be made by cash, personal cheques, bank drafts, Interac and online, via your personal banking website by adding Ambrose as a bill/payee. You will need your 6-digit Student ID#. Banks include; TD, BMO, RBC and CIBC.
- Further information regarding payment methods are found on the Ambrose website <https://my.ambrose.edu/content/payment-methods>
- Current tuition and fees can be found in the Financial section on the Ambrose University website https://ambrose.edu/student_life/financing-your-education

REGISTRATION INFORMATION

- Students may submit a Request to Audit form as soon as the official list of course offerings for that semester is published.
- Deadlines for when you can submit a request form are listed on the Ambrose website on the list of important calendar dates. <https://ambrose.edu/enrolment/announcements>
- Please remember, in order to audit a course, there must be Instructor approval.

***This summary is for your convenience only. Please see the Academic Calendar for official policies: www.ambrose.edu/registrar Click on "Academic Calendar"**