

2019 - 2020

Registration Information – Student Contract – Registration Form

How to Register

All students registering for degree credit must do so by the following dates:

- **Summer Term: June 15th**
- **Fall Term: August 15th**
- **Spring Term (including January Interterm): December 3rd**

In order to register, students must submit a completed **Registration Form** to the Registrar's Office by the relevant date above. **Students registering after the stated dates above will be assessed a late registration fee of \$75.**

Students must be registered before attending classes. Students are not permitted to register if they...

- Have unpaid library fines or books not returned or renewed by stated deadlines;
- Have an outstanding balance on their Student Account;
- Have taken 18 credit hours of study without being admitted to a diploma or degree program of the School.

Once registered, students are responsible for all tuition and fees payable.

Payment Due Dates: Students may make payments by credit card or by post-dated cheques.

- **Summer Term**
 - **\$250** deposit *at time of registration*
 - Balance due *June 15*
- **Fall Term**
 - **\$650** fees and tuition deposit due by *August 15th*. (Deposit due immediately for late registrations)
 - **First half** of Fall tuition due *October 15*.
 - **Balance** due *November 5*.
- **January Interterm and/or Spring Term**
 - **\$250 (returning students); \$500 (new students)** fees and tuition deposit due *on first day of January Interterm*.
 - **First half** of Spring tuition due *February 15*.
 - **Balance** due **March 10**.

Disclosure clause: In the event of the dissolution of the school, outstanding amounts paid to the Vancouver School of Theology for which the student has not received corresponding instruction or other student services will be reimbursed from monies reserved for this purpose.

Questions?

- For academic advising or registration consult the Registrar registrar@vst.edu or 604-822-9563
- For questions about your Student Record or your tuition assessment consult the Coordinator of Academic Records mtrim@vst.edu or 604-822-0824
- For questions about your Student Account consult the Accounting Office jtey@vst.edu or 604-822-3550
- Changes to registration, after it has been processed, are covered in the section on **Course Changes and Refund Policies**, found below.

Completing the Registration Form

Page 1: Personal Information

Please fill this section in completely, then sign and date it. Personal information is collected in order to:

- provide educational services;
- process financial transactions;
- facilitate the provision of services offered in connection with the University of British Columbia (e.g. UBC Library, membership in the Alma Mater Society);
- generate statistical information for Statistics Canada (legal requirement), for the Association of Theological Schools (accreditation requirement) and for Vancouver School of Theology (in order to plan and serve students more effectively);
- maintain a relationship with students after completion of their studies. Students who have concerns regarding any of the personal information being requested are encouraged to contact the Registrar.

Page 2: Course Registration

- Fill in the Course Number, Course Title, and whether you plan to participate in off-site format (indicating “S” for synchronous learning, and “A” for asynchronous learning).
- If you have not yet been admitted as a VST degree student and wish to take a course for *Degree Credit*, permission is required from the Registrar before registration can be processed.

Page 3: UBC AMS Opt-In/Opt-Out Options

- If you intend to opt-out or opt-in to the UBC AMS benefits, please indicate this on Page 3.

Page 4: Tuition Charges and Payment Information

- Based on your course registration and eligibility for benefits, tuition and fees will be assessed.
- Due dates for fee deposits and tuition assessed are noted on Page 1 of the Student Contract. Failure to pay your account in full by the final due dates noted will result in late fees and interest being assessed.
- Credit Card information is not kept on permanent record. Please contact the Accounting Office at 604-822-3550 or jtey@vst.edu to make additional payments not included in your payment information. You may also visit the Accounts Payable office – Room 404.

CANVAS and Campus Wide Login (Not necessary for those enrolled only in a CPE unit)

VST Students must obtain a UBC Campus Wide Login prior to registration and report their CWL username on their registration form to access VST's online platform, CANVAS. Access to CANVAS is central to class participation whether or not a student is registered off-site. Registration is not complete if the CWL username is not reported.

Setting up your Campus Wide Login

1. Find your **UBC Affiliate number** on your UBC card (if you do not yet have a UBC card, please email Margaret Trim for information about your UBC Affiliate number mtrim@vst.edu)
2. Open the **CWL Website**: www.cwl.ubc.ca
3. Click: Getting Started/Create a CWL Account; follow prompts & select “Affiliate” from the list of CWL options
4. Enter your information and select a CWL username and Password (note – your default affiliate password is your birthdate in YYMMDD format)
5. Authenticate your CWL for CANVAS at www.canvas.ubc.ca
6. **Put your username on your Registration Form, or email it to Margaret Trim at mtrim@vst.edu**

Special Courses:

Directed Studies: In order to register for a directed study, students must submit a completed *Course Agreement Form* at the time of registration or before the add/drop deadline each term. Read carefully the policies for Directed Studies before proceeding. A *Course Agreement Form* may be downloaded from the VST website www.vst.edu (Students/Forms)

Study Permits:

Students who are not citizens or permanent residents of Canada are required by law to obtain a Study Permit in order to take courses at Vancouver School of Theology.

Tuition and Fees : (student fees noted are subject to change as information from UBC is updated)

Tuition:

Auditing Rate	\$141 Per Audit Hour
Certificate Rate (CTS)	\$192 Per Credit Hour
Basic Rate (Diploma, M.Div, MA)	\$281 Per Credit Hour
Advanced Rate (GDTS, Th.M)	\$408 Per Credit Hour
Clinical Pastoral Education (CPE)	\$2000 Per Unit Fee (CASC registration & membership fees may also apply)

Academic Fees (if applicable):

Maintenance (completing course work but not enrolled in any additional classes)	\$350 per term
Thesis/Comprehensive Exam Fee	\$200
Graduation Fee	\$100

Student Fees (non-refundable): These numbers are based on information at the time of printing and are subject to change.

- “On-Site students” are those taking weekly classes on the VST campus.
- “Off-Site students” are those registered only in off-site courses and/or in Intensive or Hybrid courses only
- Certificate in Theological Studies students are only charged VST fees. They may opt-in to UBC fees upon request.
- Auditors and students registered only in a CPE unit are only charged the registration fee.

Type of Fee and Amount	Less than 3 credit hours	3 or more credit hours
VST Registration Fee: \$35/term	Mandatory (<i>all students</i>)	Mandatory (<i>all students</i>)
VST Student’s Association: On-site: \$20/term; Off-site: \$10/term	Not charged	Mandatory (<i>except CPE students</i>)
VST Distance Technology Surcharge: \$20/credit hour if attending course via Zoom technology	Mandatory (<i>Zoom registrations only</i>)	Mandatory (<i>Zoom registrations only</i>)
CASC Registration Fees: \$250	N/A	Mandatory for CPE students only
UBC Fees: (<i>for on-site students only</i>)	(<i>On-site only – excluding distance and CPE students</i>)	(<i>On-site only – excluding distance and CPE students</i>)
AMS: 206.23	Optional – opt in available	Mandatory
Health & Dental: \$256.92 full year \$171.28 (Jan-Aug)	Optional – opt in available	Mandatory (with option to opt-out if covered by equivalent coverage)
UPASS (bus pass): \$164/term	Not eligible	Mandatory

Notes about AMS Extended Health & Dental benefits:

- Students may opt out of the AMS Health & Dental Plan if they are covered by equivalent extended health coverage. This must be arranged through the Student Care Office in the UBC Student Union Building within the first few weeks of the Term. Students must tell UBC whether they would like an annual or permanent opt out.
- Your fees assessment will include this charge, but it will be reversed on your account when authorization is received from UBC. Keep your opt-out slip in case of dispute.

Course Changes and Selected VST Policies

Course changes must be made in writing and submitted to the Registrar. Students may change courses by submitting a Course change Form. **The deadline for adding courses is the beginning of the third week of classes.** Courses may be dropped throughout the term, but withdrawals do not necessarily result in a refund of tuition. Please note that when dropping or adding courses, it may take several days for Canvas to reflect your course changes.

Note: Refunds are calculated on the basis of actual tuition paid. Any tuition bursaries granted will be returned to bursary funds.

Withdrawal and Refund Policies

Summer Term: Student fees plus \$50 of tuition assessed are non-refundable. ***Of the remaining charges, refunds will be made on the following basis when notification is received:***

- Prior to the 1st day of classes 100%
- By the end of the 1st day of classes 80%
- By the end of the 2nd day of classes 40%
- By the end of the 3rd day of classes 20%
- After the 3rd day of classes, no refund can be given and WDR will appear on the student record

Changes from credit to audit status may be made until the last day of term, but no reduction in tuition will be offered. Withdrawal from a course after the end of Summer Term will result in a “Not Approved” grade.

January Interterm: Student fees plus \$50 of tuition assessed are non-refundable. ***Of the remaining charges, refunds will be made on the following basis when notification is received:***

- Until the end of the 1st day of class 100%
- By the end of the 2nd day of class 60%
- By the end of the 3rd day of class 40%
- By the end of the 4th day of class 20%
- After the 4th day of classes, no refund can be given and WDR will appear on the student record

Fall/Spring Term: All student fees, plus the first \$100 of tuition assessed, are non-refundable after term begins. ***Of the remaining charges, refunds will be made on the following basis when notification is received:***

- During the first two weeks of classes 100%
- During the third and fourth weeks of classes 60%
- During the fifth and sixth weeks of classes 40%
- During the seventh and eighth weeks of classes 20%
- After the 8th week of classes, no refund can be given

After the first two weeks of classes, courses dropped will be recorded as “withdrawn” on the student’s record. Courses dropped after the last day of Term will be recorded as “Not Approved”. Students may change from credit to audit up until the last day of class.

Academic Policies

The *VST Academic Calendar and Supplementary Calendar/Student Handbook* contain VST policies including, but not limited to, program requirements, program duration, appeals, rules of conduct and dismissal. ***Signing your Registration Form indicates assent to all VST policies. Calendars and Handbooks are available on the VST website.***

Harassment Policies

Harassment is unacceptable at Vancouver School of Theology. Information about the policy is available on the VST website.

Vancouver School of Theology Registration Form 2019-2020

Please read the attached Registration Information and Student Contract before completing this form

CWL Username Required

Please check all boxes that are applicable:

- I am VST Student – My VST Program is: _____
- I am in the process of applying to Vancouver School of Theology*
- I am considering applying to Vancouver School of Theology*
- I am registering for a CPE unit only
- I am a registered student at another institution*: _____

* Students who have not been admitted to a degree program are not guaranteed registration. Permission to register in a course, if not yet admitted to a program, must be approved by the VST Registrar, is limited to a maximum of 9 credit hours per term and may not exceed 18 credit hours total, beyond which a student must apply to a VST diploma or degree program in order to continue taking courses. Contact the Registrar at registrar@vst.edu for more information or for permission to register.

Campus Wide Login

Username: _____

Social Insurance Number:

Citizenship:

- Canadian
- Landed Immigrant
- Other: _____

Name and Date of Birth:

Date of Birth (mm/dd/yyyy): _____ Mr. / Ms. / Mrs. / Other (specify): _____

_____ Last Name

_____ First Name

_____ Preferred Name

Address (that which will reach you while studying at VST)

Street/PO Box: _____
 City, Prov./State : _____
 Country/ Postal/Zip Code: _____ / _____
 E-mail: _____

Phones:

Home: _____
 Work: _____
 Cell: _____

Denomination/Faith Expression: _____

Diocese/Presbytery/etc. : _____

Emergency Contact: _____ Relationship: _____

Phone: _____ E-Mail: _____

FALL & SPRING TERM ONLY (Summer School not included): Eligible for one course per term only

Tuition Benefits: A 50% reduction in tuition is provided for seniors (65+), VST faculty and staff. Please check here if this benefit applies to your registration:

Auditing Benefits: seniors (65+), full-time VST students, spouses/partners of VST full-time students, VST faculty, staff and board members, and VST alumni may all audit at 50% of the audit rate. Check here if this applies to this registration:

Course Registration

Summer Term (Please register to audit courses directly on the VST Summer School webpage)

Course Number	Course Title
_____	_____
_____	_____
_____	_____
_____	_____

Fall Term

Course Number	Course Title (if auditing, please indicate after course title)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If off-site, please indicate “S” (synchronous) or “A” (Asynchronous)

*If registering offsite, in this column please indicate whether you will be “S” (synchronous) or “A” (asynchronous) A \$20/credit hour fee will be charged

January Intensive

Course Number	Course Title (if auditing, please indicate after course title)
_____	_____
_____	_____

January Interterm courses are onsite only

Spring Term

Course Number	Course Title (if auditing, please indicate after course title)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If off-site, please indicate “S” (synchronous) or “A” (Asynchronous)

* If registering offsite, in this column please indicate whether you will be “S” (synchronous) or “A” (asynchronous) A \$20/credit hour fee will be charged

By signing below, I declare that:

- The information I have given above is complete and accurate;
- I have read the Student Contract and agree to abide by it while studying at VST;
- I consent to VST disclosing my personal information, where applicable, to the University of British Columbia for the purpose of UBC library access and involvement in the U-Pass program, to the Alma Mater Society for the purpose of AMS membership and involvement in the Health and Dental Plan, to the VST Student’s Association for the purposes of membership and communication, and to the Regent College Library for the purpose of membership in that library.
- If my course includes off-site students, I understand that my voice will, and image may appear on recordings. If I am not willing to be viewed on Zoom recordings, I will speak with the registrar to make alternative arrangements, if possible.

STOP!!! Did you provide your CWL username on Page 1 of your registration?

Student’s Name (please print) _____

Student’s Signature _____

Date _____

Registrar’s Signature _____

Date _____

UBC AMS Opt-In/Opt-Out Options – applicable to full and part-time VST students taking weekly classes on the VST campus. CPE students, off-site students or those taking only VST weekend or week-long intensives are exempt.

Student Name: _____

Note: **‘Off-Site’ Students** are defined as students who will not be attending any weekly classes on the VST campus. Off-Site students include those taking classes via Zoom, or registered only for CPE, January Interterm or Weekend Courses. Certificate students and auditors are also not assessed AMS fees.

UBC AMS Options (AMS membership, Health & Dental, and U-Pass program):

All students registered on-campus in three or more credits are required to be members of the UBC Alma Mater Society (except Off-Site Students – see above).

- I am registered in **three or more credits on the VST campus** and I understand that I will **automatically** be enrolled in all UBC AMS benefits, unless indicated by an exemption below.
- I am registered in **fewer than three credits**, or I am an **Off-Site student**, but I would like to **Opt-In** to the UBC AMS Benefits.

UBC Opt-Out/Exemption (Please note that in order to opt-out of the following UBC benefits, the AMS fee is mandatory and will be applied in all cases).

- I will/have **Opt-Out of Health & Dental coverage**.
I understand that I must complete this process at UBC _____ (initials)
 - Permanent
 - Annual
- I wish to be considered for a **U-Pass exemption** and I understand that this is conditional upon **providing VST proof** of one of the exemptions below:
 - Live outside GVRD
 - Valid UPass from other institution Student # _____
 - Other valid Translink pass: purpose _____
 - Documented disability

Note:

Health & Dental Fee will be charged by VST, but will be reversed when authorization is received from UBC. Keep your Opt-Out slip in case of dispute.

Payment Information

Payment Due Dates:

- **Summer Term :** \$250 deposit due *upon registration*. Balance due *June 15*.
- **Fall Term:** \$650 fees and tuition deposit due by *August 15th*
 - **First half** of Fall tuition due *October 15*.
 - **Balance** due *November 5*.
- **Jan. Interterm/Spring Term:** \$250 fees and tuition deposit due *first day of January Interterm (\$500 if you were not enrolled in Fall term)*.
 - **First half** of Spring tuition due *February 15*.
 - **Balance** due *March 10*.

Please Make Payment as follows:

- Enclose post-dated cheques with your registration form
- Phone the Accounting office with your credit card information: 604-822-3550
- Pay in person in the Accounting office at VST – Room 404