

AUDITING INFORMATION AND REGISTRATION

The following form and benefits apply only to Fall and Spring term registrations. Summer School programming is administered separately, and registration is completed online.

Auditing tuition and Student Fees:

Current rates are listed on the VST Website:
<https://vst.edu/students/tuition-fees/>

Tuition Benefit – 50% off auditing fee for the following: (check appropriate box) *

- VST Alumni: _____ (please note degree and year graduated)
- Senior – age 65+
- Partner/Spouse of full-time VST Student
- VST Faculty/Staff/Board member

***tuition benefit applicable for one course per term**

Tuition Subsidy: Lay people can apply for a Continuing Education bursary of 25% of the auditing rate, based on financial need. Please fill out a **Con.Ed bursary application form**. Ordained clergy can apply for a Continuing Education bursary through the **HR MacMillan Fund**. Applications are available from the Financial Aid office. Subsidy monies will be applied directly to a student's tuition owing.

Forms for both (Con.Ed Bursary Application and HR MacMillan Fund) can be found at: <https://vst.edu/students/forms/>

Refund policy: The student fees and the first \$50 of tuition assessed is non-refundable. *Of the remaining tuition*, refunds will be made on the following basis when notification is received in writing:

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

Registration Information:

1. Personal Information: Please fill this section in *completely*. Personal information is collected in order to (i) provide educational services, (ii) process financial transactions and provide a tax receipt (for payments of \$100 or more), (iii) 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), and (iv) maintain a relationship with students after completion of their studies through the External Relations Department. Students who have concerns regarding any of the personal information being requested are encouraged to contact the Registrar.

2. Course Selection: Fill in the Course # (if known), Course Title, and Fees for the course(s).

3. Campus Wide Login: Auditors must obtain a UBC Campus Wide Login in order to access VST's online platform, CANVAS. Access to CANVAS is central to class participation. Upon receipt of your Auditing Registration Form, you will be emailed a **UBC Affiliate Number**, and information of how to set up your CWL. Your registration is NOT complete until the Records Office at VST has received your CWL username. **If you have a CWL account already, please provide your username on the Auditing Registration Form.**

4. Sign and date the *Registration Form* and submit form to the Registrar's Office (REGISTRAR@VST.EDU). If you have any additional questions, please contact Registrar's Office: (604) 822-9563.

5. Contact VST Accounting (ACCOUNTING@VST.EDU) to pay for the course.

Personal Information:

Birthdate (mm/dd/yyyy): _____ Social Insurance Number: _____

Name: _____
(Full legal name)

Address: _____

City _____ Province _____

Postal Code: _____ E-mail: _____

Primary Phone: (_____) _____ Work Phone: (_____) _____

Denomination/Faith Expression: _____

2. Course Selection:

Please indicate the Course(s) you would like to take

Course Number	Course Title	Distance? *	* If registering as a distance student, in this column please note if you will be “S” (synchronous) or “A” (asynchronous) . A \$20/credit hour fee will be charged.

3. Campus Wide Login (CWL) Username (if known): _____

4. By signing below, I declare that:

- the information I have given above is complete and accurate
- I have read the Student Handbook (provide link) and agree to abide by all VST policies 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 to the Regent College Library for the purpose of membership in that library;
- If my course includes distance 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.

Student Name (Please Print)

Student's Signature

Date Signed

VST Registrar

Date Signed

5. Payment of Tuition Fees:

Your registration is not complete until you have paid in full for the course. Please do one of the following:

- Pay by Interac E-Transfer to accounting@vst.edu
- Phone the Accounting office with your credit card information: 604-822-3550
- Pay in person in the Accounting office at VST – Room 404