

# Registration

## 2018-19 Master Gardener

<b>STUDENT INFORMATION</b> (fields marked with * are required)					
Social Insurance Number		Student Number (if you have attended ACC before)		Gender (M or F) *	
Last Name *		First Name *		Middle Initial *	Birth date (year/month/day) *
Home Mailing Address *			City *		Prov. * Postal Code *
Home Phone *	Business Phone		Fax		Email*

<b>PLEASE CHECK DESIRED COURES(S)</b>			
<b>Master Gardener Application</b> <input type="checkbox"/> \$99			
The registration fee includes a program manual: Sustainable Gardening, all administrative and final examination fees.			
Main Campus Brandon		Winnipeg Training Centre	
<input type="checkbox"/>	<b>Garden Fundamentals</b> <i>AGRC-0229</i> TBA	<input type="checkbox"/>	<b>Garden Fundamentals</b> <i>AGRC-0229-19MGD</i> Oct 20 & Nov 3, 2018 9am-4pm
<input type="checkbox"/>	<b>Botanical Latin</b> <i>AGRC-0165</i> TBA	<input type="checkbox"/>	<b>Botanical Latin</b> <i>AGRC-0165-27MGD</i> Oct 27, 2018 9am-12pm
<input type="checkbox"/>	<b>Common Plant Diseases</b> <i>AGRC-0230</i> TBA	<input type="checkbox"/>	<b>Identifying Insects in Your Yard &amp; Garden</b> <i>AGRC-0163-24MGD</i> Nov 10, 2018 9am-4pm
<input type="checkbox"/>	<b>Identifying Insects in Your Yard &amp; Garden</b> <i>AGRC-0163</i> TBA	<input type="checkbox"/>	<b>Common Plant Diseases</b> <i>AGRC-0230-14MGD</i> Jan 12, 2019
<input type="checkbox"/>	<b>Safe Use of Pesticides</b> <i>AGRC-0231</i> TBA	<input type="checkbox"/>	<b>Communications</b> <i>COMM-0202-22MGD</i> Jan 19, 2019 9am-4pm
<input type="checkbox"/>	<b>Communications</b> <i>COMM-0202</i> TBA	<input type="checkbox"/>	<b>Safe Use of Pesticides</b> <i>AGRC-0231-15MGD</i> Feb 9, 2019
<input type="checkbox"/>	<b>Tree &amp; Shrub ID</b> <i>AGRC-0160</i> TBA	<input type="checkbox"/>	<b>Tree &amp; Shrub ID</b> <i>AGRC-0160-24MGD</i> Mar 23, 2019 9am-4pm
<input type="checkbox"/>	<b>Internship</b> <i>AGRC-0232</i> (40 hours of volunteer time) *Hours must be approved before paying		
<b>TOTAL \$</b> _____			

<b>PAYMENT OPTIONS</b>		<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Cheque/Money Order (payable to Assiniboine Community College)
Card # _____	Expiry Date _____	Telephone _____		
Name of Card Holder _____		Authorized Signature _____		
<input type="checkbox"/> <b>Sponsorship authorization gives the college permission to invoice/provide receipt in the Company name for the above named student. Before final grade reports can be released, payment <u>must</u> be received from the Sponsor.</b>				
Company Name _____		Telephone _____	Fax _____	
Company Address _____		City _____	Province _____	Postal Code _____
Contact Name _____		Authorized Signature _____		
Date _____				
<b>*Sponsors please note that if you do not complete the sponsorship section the receipt will be made in the student's name and mailed directly to the student.</b>				

## ADDING AND DROPPING COURSES/REFUNDS

Requests for refunds of tuition received prior to the second scheduled class will be granted, less a \$25 administration fee plus applicable taxes. No refunds will be granted for requests received after the second scheduled class. Requests for refunds of tuition for short one or two-day courses will be granted, less a \$25 administration fee plus applicable taxes, only if received five or more working days prior to course start date. Students registering for one or two-day courses less than five working days prior to course start date will not be granted.

Students dropping a course or requesting a refund must notify the Admissions and Registration office in person or by telephone (Appropriate identification will be required if by telephone). Business hours are Monday to Friday, 8 AM to 4:30 PM. Any course changes will be charged a \$25 administration fee plus applicable taxes.

Students wishing to register for a course after the start date must receive permission from the Centre of Continuing Studies office. No additional fees will be charged for late registrations, but full tuition and Students' Association fees are due on the date of registration; no refunds will be granted unless the student drops prior to the start of the second scheduled class. For distance courses, please see Policy A20.

Courses \$25 and less are non-refundable. Full refunds will be made if the college cancels the course.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act

The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to Assiniboine Community College. Should any of the college's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

### Notice Regarding Collection, Use and Disclosure of Personal Information by the College

The college collects personal information in the course of admission, registration, and related activities. This personal information is collected under the authority of the Colleges Act. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, Assiniboine Community College Alumni Association and Assiniboine Community College Students' Association. Information regarding graduation and awards may be made public. Upon graduation, the student's name, address, and credential information will be provided to and maintained by College Advancement and External Relations, including the Alumni Association, in order to assist the college's advancement and development efforts. Application data may also be used to conduct research into college enrollment and related statistic profiling and reporting activities. The Protection of Privacy provisions of FIPPA protect all personal information. Questions about the collection of this information should be directed to: FIPPA/PHIA Co-ordinator, 1430 Victoria Avenue East, Brandon, MB, R7A 2A9, Telephone: 204.725.8700 ext. 6199.

### Notice of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to follow students across time and for institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand outcomes. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevents the information from being released in any way that would identify the student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: <http://www.statcan.ca> or by writing to the Post-Secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Canada, K1A 0T6.

For internal use only: \_\_\_ Reg \_\_\_ Accts \_\_\_ CCS