

HOW TO REGISTER:

- STEP 1** – Meet with an Academic Advisor in Student Services;
- STEP 2** – Submit completed registration form to Student Services;
- STEP 3** – The College will process your application and notify you of your pre-registration by email;
- STEP 4** – Confirm your registration by setting up your Omnivox account (details will be emailed to you with the pre-registration letter) **AND** pay your fees **BEFORE THE DEADLINE**.

REGISTRATION DEADLINE: Noon, June 29, 2017.

FEE PAYMENT METHODS

Credit card: Online using Omnivox Payment Centre module

Cash: In the office of Financial Services (Room B-104), Monday to Friday, between the hours of 8 a.m.–12 p.m. and 1 p.m. to 4 p.m.

FEE BREAKDOWN

(extract from By-laws #2 and #7)

Application to Heritage	(NON-REFUNDABLE)	\$30.00
Registration	(NON-REFUNDABLE)	\$5.00/course
Common Educational Fee		\$6.00/course
Special Fee		\$10.00/course
Part-time Tuition		
	<i>(Quebec Residents)</i>	\$2.00/hour/course
	<i>(Non-Quebec Residents)</i>	\$7.21/hour/course
	<i>(International Students)</i>	\$29.19/hour/course
Out-of-Program Tuition		
	<i>(Quebec Residents only)</i>	\$4.00/hour/course

NOTE: These fees were in effect at the time of printing. The College reserves the right to make changes without prior notice to accommodate legislation passed by the MEES "Ministère de l'Éducation et de l'Enseignement supérieur".

REFUND POLICY

Cancellation Condition	Refund
If College cancels	Full refund
If student cancels before first class	100% of the refundable fees
If student cancels after start of classes and before the withdrawal deadline	70% of the refundable fees