



SAIT Course Registration

(Continuing and Distance Education courses)

Email: advising@sait.ca International Students: international@sait.ca Web: sait.ca

Student Services
MA211, Heritage Hall
1301 - 16 Avenue NW
Calgary, AB T2M 0L4
Phone: 403.284.7248
Toll-free: 1.877.284.7248
Fax: 403.284.7112
Email: advising@sait.ca

Please complete in full and submit to Student Services

A) Personal Information (Summer Camps: Please register using the camper's name and information)

Legal Last Name:		Former Last Name (if applicable):		SAIT Student Number*
Legal First Name:		Middle Name:	Preferred Name:	
Mailing Address:				
Town/City	Province/Territory	Postal Code	Country	
Home Phone Number (area code) ()	Cell Phone Number (area code) ()	Business Phone Number (area code) ()		
Email Address				Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth <small>(dd/mm/yy)</small>	Primary Language:	If you wish to declare aboriginal ancestry, please indicate: Status Indian/First Nations <input type="checkbox"/> Non-Status Indian/First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/>		
Country of Citizenship	Citizenship Status: Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Work Visa <input type="checkbox"/>		Date of Entry (into Canada) <small>(dd/mm/yy)</small>	
Country of Residence	Emergency Contact (Name)	Emergency Contact Telephone Number ()		
Alberta Student Number (ASN)**	*SAIT Student Number: You may already have a nine-digit number. If so, it will be on any correspondence Student Services has sent you. **Alberta Student Number (ASN): If you don't know your ASN, or don't yet have an ASN, please visit: education.alberta.ca/asn			

B) Course Information (please print clearly)

Course Name	Course Code	CRN (5-digit number)	Start Date	Course Fees	Materials Fees	Handling Fees*	Total

*Handling fees only apply to distance education courses (\$19.50 in Canada, \$45 in North America, \$75 International). Subject to change.

- If you are taking this course as part of a continuing education certificate, please complete the Part-time Studies Program Declaration form.
- **Fee Refunds:** The fee refund policies are available on sait.ca, and may vary according to course or delivery method.
- **Cancellation:** SAIT reserves the right to cancel, postpone or combine classes, to limit course content, instructors, and dates or times. Registrants are notified of class changes by telephone, mail, or email before the class start date.

C) Payment Information (due upon registration)

Select method of payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque or Money Order (made payable to SAIT) <input type="checkbox"/> Sponsored (see requirements below) If you're being sponsored, please include one of the following methods of payment (must have authorized signature): <input type="checkbox"/> A copy of the purchase order or <input type="checkbox"/> A letter on company letterhead stating your company is to be invoiced
Credit Card Number: _____ Expiry Date: (MM/YY) _____ Card Holder Name: _____ Total Amount: \$ _____ Signature: _____ Date: _____

The personal information you provide on this form is collected under the authority of the Post Secondary Learning Act of Alberta and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to determine your eligibility for admission to a program or course of studies at SAIT, to facilitate your enrolment, to administer and evaluate Institute programs/courses, and for statistical purposes. It may be disclosed to Statistics Canada to comply with the Statistics Act (Canada), to Alberta Learning for statistical, funding, planning, and research purposes, to the Students' Association of SAIT and the SAIT Alumni Association so that they can contact you for membership services. This information will also be maintained in a mailing list for direct marketing purposes, surveys or the distribution of other promotional material as approved by the Director of Student Services. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Student Services' FOIP representative at 403.284.8069.