

PART-TIME CONTINUING EDUCATION STUDIES PROGRAM DECLARATION

If you are taking courses through Continuing or Distance Education and are working towards a specific certificate, it is to your benefit to declare your program of choice. Students must complete all required courses within 5 years to be eligible for a certificate.

Benefits of declaring your program of choice:

- You will receive credit for all courses taken towards your program
- Full time credit students who declare, *are eligible for Student Finance Aid*

A) Student's Personal Information

SAIT ID Number: _____ Birthdate: _____

Full Legal last name

First name

Middle name

B) Part-time studies program declaration

My program of choice is:

OR

I am taking this course for general interest purposes? Yes

Student Signature _____ *Date* _____

C) Full-time Diploma/Certificate Program

I am planning on applying for admissions to a fulltime program. Yes

The program I am interested in is:

Applicants interested in a full-time program need to complete a regular admissions application which is available at www.sait.ca or, mail or bring in your application form with transcripts to:

SAIT Customer Services, 1301 – 16 Avenue N.W. T2M 0L4

D) Customer Services

Records updated by: _____ Date _____

The personal information you provide on the application 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/course of studies at SAIT, to facilitate your enrollment, 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 Customer 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 Customer Services' FOIP representative at (403) 284-7248.

Policy Reference: A.6.2

The personal information provided on this form is collected under the authority of the Post Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process a request for a grade change. Any questions concerning the collection of this personal information may be directed to the Customer Services Department, (1301 – 16 Avenue NW, Calgary, AB T2M 0L4) at (403) 284 – 7248.