



TORONTO COLLEGIATE INSTITUTE

25 - 50 Weybright Court
Toronto, Ontario, M1S 5A8
Web: www.torontoci.com

Tel. 416-289-0051
Fax. 416-289-8894
info@torontoci.com

Current TCI Student Registration

PART A: STUDENT PERSONAL INFORMATION				PLEASE PRINT
Last Name:	First Name:	Middle Name:	Attending another School? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Address: Apt.#	Street #	Street Name:	City	Prov. Postal Code:
Home Telephone Number:	Biz/Cell Number:	OUAC #: if applies	Email Address:	

PART B: COURSES INFORMATION					PLEASE PRINT
No	Course Code	Course Name	New / Upgr	Semester/ Term	Time
1			new / Upgr	One / Two / Summer	Day / Eve / Wknd
2			new / Upgr	One / Two / Summer	Day / Eve / Wknd
3			new / Upgr	One / Two / Summer	Day / Eve / Wknd
4			new / Upgr	One / Two / Summer	Day / Eve / Wknd
5			new / Upgr	One / Two / Summer	Day / Eve / Wknd
Have you met the prerequisite requirements for the courses you are applying above?					Yes / No

Conditions of Registration

1. Fees must be paid in full prior to the first class by cash or cheque
2. Registrant may require to present evidence of admission requirements.
3. Student must have completed the prerequisites courses before starting the courses. Failure to do so may result not receiving the credit.
4. The school reserve the right to cancel courses before starting.
5. Registration is not valid until we receive your prerequisites Document, Canadian Citizenship ID, Health Card, the registration fee, and student code of conduct is signed.
6. If proper documents or payment is not received on time, the student will be dropped out with out further notice to accomodate the seat to another student.

Withdrawal, Payment & Refund

1. To withdraw, you must notify the Registrar's Office in writing or by filling out Subject Drop Form. A partial refund may be issued.
2. A full refund will only be issued for a withdrawal request made prior to the 2nd scheduled class, less a \$100 registration and administration fee.
3. Last day for withdrawal will be the prior to 2nd scheduled class after your midterm, and No refund will be issued after the midterm. It will still be recorded on your transcript with your latest mark.
4. The school has the right to suspend and/or remove the student from the class for any mis-appropriate behaviour that affects the learning environment without receiving a credit or refund.

Declaration:

I certify that all of the information I have provided on this form is true and accurate to the best of my knowledge. I authorize the request of this student's records from the current / previous school, if applicable. I understand that falsification of any information or submission of misleading information will be cause for revoking the student's school assignment, that it is my responsibility to keep Toronto Colligate Institute informed of any changes, that failure to provide supporting documentation may delay the processing of this application, and the student may be excluded from school if immunizations are not current. I read, understand, and agree TCI School Policy and Code of Conduct. The information collected on this form is under the legal authorization of the Ministry of Education Act. The information is used for programming for students, the administrative, and statistical purposes of the school and/or Ministry and agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Registrar. I have read the above statement and I hereby authorize the release of all records related to my registration, attendance, and academic progress to the aforementioned.

Student Signature

Signature of parent / guardian

Date

TCI Office Use Only:

Notes:	Document Provided?	Semester	I / II / Summer	# of subj:	_____
	Prerequisite <input type="checkbox"/>	Dept.:	_____	Plan:	1 / 2 / 4 payments
	Citizenship <input type="checkbox"/>			Total Fees:	_____
	Health Card <input type="checkbox"/>			Fees Paid:	_____ Balance:_____.
	TCI Policy <input type="checkbox"/>				
	Transferring? <input type="checkbox"/>	Approved by Principal/Registrar		Date Registered	

