



Education Institute – Summer 2007

Admission/Registration Instructions

We're pleased that you've decided to apply for this St. Thomas University course(s). Following are instructions to help you through the application/registration process.

- 1. Admission:** please complete the attached Application for Admission form and supplementary information form and return them to the Admissions Office. You are applying as a Part-time, Non-degree applicant. Also, please note that you must pay a \$35 application fee, payable by cheque made out to "St. Thomas University," or by contacting the Admissions Office and providing credit card information.
- 2. Registration:** once your application, supplementary form and application fee have been received, and we have determined that you are eligible for the course(s) for which you have applied, the Registrar's Office will register you in the course, and you will be notified of your acceptance as a Non-degree student and your registration in the course(s).

Please note that these courses have limited enrolments, and acceptance and registration will take place on a first-come, first-served basis.

- 3. Tuition payment:** once you have been registered in the course, your tuition payment will be due. The fee for each 3-credit hour course is \$499, and payment may be made by the following methods:

- cheque, money order, Visa or MasterCard
- we also accept tuition payments online with Visa or Mastercard. If you wish to pay online, please visit the link below where you will be directed to a secure online payment form:
<https://www.stu.ca/paytuition/index.php>
- payments by credit card can also be made via phone or fax to the following:
Business Office: phone: (506) 452-0534; fax: (506) 452-0546
Registrar's Office: phone: (506) 452-0530; fax: (506) 460-0333

Note: **EDUC 5503/6503 Teaching for and About Human Rights** has an additional \$100 fee for nutrition breaks, daily lunch, reception, and course reader

EDUC 6133 Shared Leadership has an additional \$25 fee for course materials

April, 2007

If you have any questions regarding registration or payment, please don't hesitate to contact the Registrar's Office at (506) 452-0530 or at registrar@stu.ca