



P.O Box 1264, Lakeshore West, Oakville Ontario L6K 0B3
 Telephone: (416) 619-9242 Fax: (905) 901-4730
 Email: info@globaluniversity.ca Web: www.globaluniversity.ca

Graduate School Of Theology - Graduate Subject Enrollment Card

(Use a separate Graduate Subject Enrollment Card for each course.)

<p>Student Number: _____</p> <p>Birthdate: Day ___ Month ___ Year ___</p> <p>Last Name: _____</p> <p>First Name: _____</p> <p>Street Address: _____</p> <p>City: _____ Prov: _____ Postal: _____</p> <p>Country: <i>Canada</i></p> <p>Course Code: _____</p> <p>Study Guide Edition: _____</p> <p>Course Name: _____</p> <p>I agree that it is my responsibility to verify the applicability of Global University's credits toward any educational goals I may have. I understand that this course enrollment will expire six months from the date the enrollment is received at the International Office. I agree with the enrollment and refund policies as stated and understand that enrollment will be official when the International Office of Global University processes the enrollment.</p> <p>Agree to on this day: Day ___ Month ___ Year ___</p> <p>My Signature: _____</p> <p>Please send this Graduate Subject Enrollment Card (GSEC) to your Graduate Studies Office Director.</p>	<h3 style="text-align: center;">Cancellation and Refund Policy</h3> <p>A student has the right to withdraw from the given subject or program or from the Graduate School of Theology at any time. To withdraw, the student must notify the office of the Dean. The amount of refund is calculated from the date of enrollment or service for which a fee was paid. A student must request to withdraw from a course within nine (9) months of the enrollment date to be entitled to a tuition refund. The refund policy is as follows:</p> <ol style="list-style-type: none"> 1. An enrollment may be cancelled within five (5) business days after the day on which the enrollment agreement (Graduate Subject Enrollment Card) is signed by the Global University Graduate Studies Office Director. The Graduate Course Order form is the enrollment agreement for students who enroll directly through the International Graduate Studies Office. If a student cancels enrollment during this time, the student will be refunded all money paid. 2. From five (5) business days after the day on which the enrollment agreement was signed by the director and before Global University mentor receives the first completed lesson assignment, Global University is entitled to retain a registration fee of an amount equal to 45 percent of the tuition for one credit. 3. If a student requests cancellation after the Global University mentor receives the first completed lesson assignment, Global University shall be entitled to retain an amount equal to the tuition for one credit. 4. If a student requests cancellation after the Global University mentor receives three assignments, Global University shall be entitled to retain an amount equal to the tuition for one and one-half credits. 5. After a student has submitted more than three completed assignments, Global University shall be entitled to retain the full amount paid for the course. <p>No fee refund will be made after five (5) business days from receipt by the Graduate Studies Office Director of the application fee, evaluation fee, change of program fee, enrollment extension fee, or other fees for which charges were not included in tuition and for which specific services were performed for a student based on payment of the fee.</p> <p>No tuition refunds will be made for requests received more than nine (9) months after enrollment in a course.</p> <p>Refunds will be given on for materials that are in resalable condition. There will be a 20 percent restocking fee for returned materials.</p>
Graduate Studies Office Use Only (Below)	
Mentor Name: _____	No. _____
Study Guide Edition: _____	
Study Method: <input type="checkbox"/> Independent <input type="checkbox"/> Group	
<p>X _____</p> <p>Graduate Studies Office Director Signature</p> <p>Date: ___-___-___ Day-Month-Year (as 03Jan18)</p>	
Send Completed GSEC to International Office	
International Office Use Only:	
Enrollment Date Stamp:	
<p>A copy of the GSEC that is stamped with the official enrollment date will be forwarded to the GS Office. The GS Office should keep a copy and forward a copy to the student.</p>	