

# Lawrence Technological University

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## STUDENT REGISTRATION AGREEMENT AND CONTRACT

STUDY PERIOD \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME OF PROGRAM \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

Note: If program duration is greater than one year, a separate Student Registration Agreement and Contract must be signed for each year and fees must be collected separately for each year.

### FULL PAYMENT:

REGISTRATION FEE	_____	NON-REFUNDABLE
TUITION FEE	_____	
TEXTBOOK	_____	
OTHER	_____	

TOTAL PAYMENT DUE

### PAYMENT PLAN:

INSTALLMENT #1	_____	DATE RECEIVED _____
INSTALLMENT #2	_____	DATE RECEIVED _____
INSTALLMENT #3	_____	DATE RECEIVED _____
INSTALLMENT #4	_____	DATE RECEIVED _____
INSTALLMENT #5	_____	DATE RECEIVED _____
INSTALLMENT #6	_____	DATE RECEIVED _____

For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see Student Handbook or [www.ltu.edu](http://www.ltu.edu) (if applicable).

### WITHDRAWAL AND REFUND OF FEES AND CHARGES POLICY

The policy is specified in Section 8 (1)-(3) of Ontario Regulation 279/02 to the Post Secondary Education Choice and Excellence Act, 2000.

Section 8 of Ontario Regulation 279/02

8. (1) A private institution shall ensure that all tuition fees for a program or part of a program for the period for which a student has registered are promptly refunded to the student,

(a) if he or she gives written notice to the institution within two days after signing a registration agreement that he or she rescinds the agreement; or

(b) if the program or part of a program is discontinued before the first day.

(2) A private institution shall ensure that all tuition fees for a program or part of a program for the period for which a student has registered, less an administrative fee of a maximum of \$500, are promptly refunded to the student,

(a) if he or she gives the institution written notice that he or she does not intend to begin the program; or

(b) if he or she does not attend the first ten consecutive days of the program.

(3) A private institution shall ensure that unearned tuition fees for a program or part of a program for the period for which a student has registered, less an administrative fee of a maximum of \$500, are promptly refunded to the student,

(a) if he or she withdraws from the program before one-half of it has been completed; or

(b) if the program is discontinued or suspended for any reason.

Signed \_\_\_\_\_ (student name) Date \_\_\_\_\_

Parent or Guardian (if student is under 19) \_\_\_\_\_

Institution Representative \_\_\_\_\_

*A copy of this signed Student Registration Agreement and Contract will be provided to the student.*