

DDSB CREDIT NIGHT SCHOOL
2019/2020

REGISTRATION INSTRUCTIONS FOR;
Students currently registered in a Durham District School Board secondary day school
during the 2019/2020 academic year

Step 1: Students MUST inform their home school guidance department and receive prior approval to register in the course.

Step 2: Register

- [Online](#) and **PRINT** the registration receipt at time of registration
or
- Call 905.436.3211 or 1.800.408.9619 to register and pay applicable fees** (credit card only)
Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on September 17 and 19, 2019, Feb 4 and 6, 2020)
or
- Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on September 17 and 19, 2019, Feb 3 and 5, 2020), to register and pay applicable fees** (cash, credit card, debit, money order). Personal cheques are not accepted.

Step 3: Students must take the receipt from step 2 above to the home school guidance office and request that they be "**enrolled in a class at another school**" in school "**DCE – Night School**". Enrolment will not be finalized until this step is completed. You **must** bring your receipt to the first class.

****Fees:**

Canadian Residency Fees

\$100.00 per course, payable in full at time of registration
(\$100.00 refundable security deposit)

Non-resident Fee (i.e. Visa student, students who reside out of country)

\$2010.00 per course, payable in full at time of registration
(\$1875.00 tuition fee + \$100.00 refundable security deposit)

Citizenship: Please be prepared to provide proof of Canadian residency status upon request

Cancelled Courses: Students will not receive any communication from Durham Continuing Education unless the course is cancelled. The Durham District School Board reserves the right to close a class. Courses with insufficient enrollment are subject to cancellation on short notice. Students will be notified if a class is cancelled by telephone and email using the information provided at the time of registration. Please ensure that we have your up-to-date information.

Security Deposit Refund: Refunds will be processed upon termination of the course when materials are returned in good condition to the school within three months and a signed refund request form has been submitted. Please allow 4 - 6 weeks for processing of a refund. **THERE ARE NO CASH REFUNDS.**



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