



## OPTION B



### CREDIT NIGHT SCHOOL 2019/2020

#### REGISTRATION INSTRUCTIONS FOR;

Students currently registered in a secondary day school in a school board other than the Durham District School Board during the 2019/2020 academic year  
and  
Students NOT registered in a secondary day school

#### STEP 1: IN PERSON REGISTRATION ONLY

Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (late office hours 4:30 to 6:30 pm on September 17 and 19, 2019 and Feb 3 and 5, 2020) to register, bring original documents. Please bring your receipt to the first class.

#### **\*Students MUST BRING ALL of the following at time of in person registration:**

- **Letter of Permission**  
(Only required by applicants currently attending a secondary school other than a DDSB school). Student MUST inform their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice.
- **Canadian Citizenship Requirement:**  
(Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
  - Valid Canadian birth certificate
  - Valid Canadian passport
  - Valid landed immigrant or permanent resident documentation
- **Official government photo identification** (i.e. - health card, driver's licence, etc.)  
(Required by all applicants)

**Step 2 (for Co-op students ONLY):** Submit the [Co-op Placement Information Form](#) to Durham Continuing Education by Wed. Feb. 2020 to complete registration.

**Fees: Canadian Citizens, Permanent Residents and Refugees – No Fee - \$0**

**Non-resident Fee** (i.e. Visa student, students who reside out of country) **\$1875.00** per course, payable in full at time of registration (non-refundable) by cash, credit card, debit, money order. Personal cheques are not accepted.

#### 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.



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