



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

IN PERSON REGISTRATION ONLY

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 and Feb 3 and 5, 2020) to register, bring original documents* and pay applicable fees** (cash, credit card, debit, money order). Personal cheques are not accepted. 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)

**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)

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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