SASKATOON BUSINESS COLLEGE
ONLINE CLASS APPLICATION FORM

221 Third Avenue North, Saskatoon, SK S7K 2H7 Phone: (306) 244-6333 or Toll Free: 1-800-679-7711, Fax: (306) 652-4888

CLASS NAME	START DATE

PERSONAL INFORMATION (please print clearly)

Last Name	First Name		Middle Name
Address (Street Name, Box Number	**City**	**Province**	**Postal Code**
Home Phone ( )	Cell Phone ( )	Birthday (YYYY/MM/DD)	E-mail Address
Current Employer		Work Phone ( )	

WHAT IS YOUR CURRENT COMPUTER KNOWLEDGE:

☐ Accounting Programs:_____ ☐ Legal: _____ Keyboarding Speed: _____ wpm

☐ Basics Computer Concepts ☐ MS Windows _____ (version) ☐ MS Word _____ (version)

HAVE YOU EVER ATTENDED SBC BEFORE?

☐ No ☐ Yes→ Year Attended: _____ Maiden Name/Previous Name: _____ Former SBC Student No.: _____

PAYMENT POLICY
- Payment for tuition as well as books/supplies must accompany this application form.
- Cheques will be cashed the day of the first class; with receipts provided thereafter.

REFUND POLICY
Refunds are provided as follows:

If you cancel

- Seven days before the first class, SBC will retain a $50 administrative fee.
- Cancellation after SBC has confirmed the class start day and/or the applicant has attended the first class, SBC will retain full tuition and textbook/supplies fees.

I have read the above Payment Policy and Refund Policy and understand the terms. SBC recognizes and respects the importance of privacy. The information of this form is collected for administrative/statistical purposes determining your eligibility. If you have questions about the collection or use of this information, please contact the SBC Privacy Officer.

Date: _____

Signature: _____

*** We reserve the right to modify our curriculum, textbooks, financial schedule, rules, and /or regulations. ***

FOR OFFICE USE ONLY

☐ Cheque received with application
☐ Cheque cashed
Cheque # _____ SBC Receipt: _____ Date: _____ Total: _____

☐ T2202A sent (if required) _____ DATE ☐ Certificate sent _____ DATE

Notes: