



# GLOBAL UNIVERSITY CANADA

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## Subject Enrollment – For an Individual

Student Number: Birthdate: Day ___ Month ___ Year ___ Family Name: First Name: Address: Old ___ New ___ Address: City: _____ Prov: _____ PC: _____ Country: <i>Canada</i> Course Number: Course Name: I agree that it is my responsibility to verify the applicability of GU-ICI's credits toward any educational goals I may have. Agree to on this day: Day ___ Month ___ Year ___ My Signature: <div style="text-align: center;"><b>Note</b></div> <div style="text-align: center;"><b>Enrollment is official when the GU-ICI International Office processes your Subject Enrollment Card.</b></div> <div style="text-align: center;"><b>National Office Use Only [Below]</b></div> Date: Exam Edition: Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French Office Stamp: <div style="text-align: center;"><b>OR</b></div> Director's Signature: <div style="text-align: center;"><b>International Office Use Only – Enrollment Stamp</b></div> <div style="text-align: center;"><b>Payment</b></div> Cheque or Money Order to be made out to Global University Canada. If paying by credit card: Card Type _____ Name: _____ Card No. _____ Expiry: ___/___/___ <div style="text-align: center;"><b>Sending Instructions</b></div> <div style="text-align: center;"><b>Scan/Email: info@globaluniversity.ca / Fax: 416-255-0074</b></div>	<div style="text-align: center;"><b>Cancellation and Refund Policy For Enrolled Students</b></div> <p>GU-ICI strives to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for a student to discontinue studying a GU-ICI course, the following refund policy will apply.</p> <ol style="list-style-type: none"> <li>1. You may cancel your enrollment within five (5) days after midnight of the day on which you signed the enrollment agreement (Subject Enrollment Card). If you cancel your enrollment during this time, you will be given a complete refund of all money paid.</li> <li>2. From five (5) calendar days after midnight of the day on which you signed the SEC until nine (9) months from the day on which you signed the SEC, GU-ICI will be entitled to retain a registration fee from the amount you have paid. The registration fee (converted to local currency) will be calculated as follows:             <ol style="list-style-type: none"> <li>a. For courses costing less than \$300 dollars, GU-ICI may retain up to \$75.</li> <li>b. For courses costing \$300 dollars or more, GU-ICI may retain 20% of the total paid but not more than \$200 dollars.</li> </ol> </li> <li>3. If you request cancellation after two (2) months of your dated SEC, GU-ICI shall be entitled to the registration fee plus a percentage of the total cost of the course. The percentage will be calculated as follows: The registration fee will be deducted from the total of the course. Then, in addition to the registration fee, GU-ICI will retain a percentage of any amount that remains. The percentage retained will depend on how much of the course you have completed. Therefore:             <ol style="list-style-type: none"> <li>a. Up to and including your completion of the first 10 percent of the course, GU-ICI may retain 10 percent of any remainder.</li> <li>b. After you have completed more than 10 percent of the course and up to and including completion of 25 percent of the course, GU-ICI may retain 25 percent of any remainder</li> <li>c. After you have completed more than 25 percent of the course and up to and including completion of 50 percent of the course, GU-ICI may retain 50 percent of any remainder.</li> <li>d. If you complete more than half of the course, GU-ICI shall be entitled to the full cost of the course.</li> <li>e. Refunds will only be given on materials that are in resalable condition.</li> </ol> </li> </ol>
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