

TSA PART-TIME AND NON-VOCATIONAL * REGISTRATION FORM TERM

NEW: _____ HEARD ABOUT TSA: _____

NAME: _____ **DIPLOMA** _____
 (as it appears on SIN card or tax return)

DATE: _____ STUDENT #: _____

ADDRESS: _____ APT#: _____

CITY: _____ PROV: _____ POSTAL CODE: _____

PHONE: _____

EMAIL: _____

I allow TSA to use images of my artwork or myself in promotional material

COURSE #	COURSE DESCRIPTION	MAT/MOD FEE	TUITION
NON REFUNDABLE STUDENT SERVICES FEE			
SUBTOTAL			

TOTAL _____

Payment Method: VISA MASTERCARD AMEX Debit Card Cheque Cash
 Expiry Date

CC #: _____

I certify that the above information is correct and I fully understand the refund and switching policies stated on the reverse side.

Signature _____

Office Use Only: In D___ On L___ Card___ MatList___ Info___

* This program does not require approval under the Private Career Colleges Act 2005"

REFUNDS AND WITHDRAWALS

Notice of withdrawal must be in writing, delivered to the office in person, by post, by email (info@tsa-art.ca), or fax (416.504.8171). All refunds will be processed and paid within 30 days upon receipt of withdrawal notice. Classes cancelled by TSA will be refunded in full. There is no applying refunds to future terms

- Up to 2 business days **before the start of the first class**, tuition and model and materials fees will be refunded less a \$40 cancellation fee, per course.
- After 2 business days before **the start of the first class, up to 2 business days before the start of the third class**, 50% of tuition and model and material fees will be refunded, per course.
- No refunds issued after two business days before the third class, **regardless of attendance, reason or health status.**
- Up to 4 pm on the Friday of the mid term enrolled, under special circumstances, students may request a deferral of their tuition fees to apply to another term in the same fiscal year. This is not available for registrants in the Spring term. A \$30 switching fee will be charged. Subject to approval by the office.

SWITCHING COURSES

- For each course paid for, only one course switch is allowed, unless the course is cancelled by TSA.
- There will be a \$30 fee per course for any switches thereafter.
- All course switches must occur before the second class begins.
- Additional fees will be charged or refunded.

DIGITAL WORKSHOPS

- Full refunds will be issued up to 5:00 pm on the Wednesday preceding the workshop.
- No refunds will be issued after 5:00 pm on the Wednesday preceding the workshop unless it is cancelled by TSA, regardless of attendance, reason, or health status.
- If a student has taken the Mac Computer Basics workshop (at \$50) as part of their payment and enrolment in a digital course or week-long intensive, \$80.00 will be deducted from any refund due as a result of the regular refund and withdrawal policy.

SPRING AND SUMMER WEEKLONG INTENSIVES

- Up to 2 business days **before the start of the first class**, tuition, model and materials fees will be refunded less a \$40 cancellation fee per course.
- No refunds issued after the start of the course, **regardless of attendance, reason, or health status.**
- Up to 2 business days **before the start of the first class**, extra "for credit" tuition can be refunded. No "for credit" refunds issued after 2 business days before the start of the first

Student Services Fees are non-refundable.

