



# 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**

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**PERSONAL INFORMATION (please print clearly)**

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

- Accounting Programs: \_\_\_\_\_  Legal: \_\_\_\_\_ Keyboarding Speed: \_\_\_\_ wpm  
 Basics Computer Concepts  MS Windows \_\_\_\_\_  MS Word \_\_\_\_\_  
(version) (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) \_\_\_\_\_  Certificate sent \_\_\_\_\_  
DATE DATE

Notes: