



THE G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION
MAIL-IN ENROLMENT FORM

OFFICE USE ONLY

Note: Please print in white areas using blue or black ink only.

Have you previously enrolled at or applied to Ryerson? Yes No

Course(s) should be applied toward your:

Undergraduate Career Continuing Education Career

Ryerson Student Number Ontario Education Number (OEN)(Optional)

Legal First Name Middle Name

Legal Last Name

Apt. Number Street Number Street

City/Town Province Postal Code Email Address

Home Phone Cell Phone Business Phone Extension

Gender: Male Female Another gender identity Prefer not to report Date of Birth: Month Day Year

Canadian Citizen: Yes No If no, please complete the following (documentation may be required): Permanent Resident Student Visa Visitor or other Visa

Date of Entry into Canada: Month Day Year Country of Citizenship:

Subject/Catalog Number: Course Title Start Date Day(s) of Week Start Time
e.g. CENG150 e.g. Writing for Ryerson Students e.g. May 1 e.g. M, W e.g. 6:30 p.m.

- Classes take place at Ryerson
Classes take place online
Classes take place off-campus

Office Use Only
Location: Section:

I confirm that all information provided on this form is correct and complete, and that no relevant information has been withheld. I also confirm that I have read and understand the Information for Students on page 2 to 4 of this form. I further understand I am financially and academically responsible for enrolments resulting from the processing of this form.

Date Student Signature Total Fees Payable

See page 3 for payment instructions.

Optional Ancillary Fee Opt Out

Under the Ministry of Training, Colleges and Universities' Student Choice Initiative, students are able to opt out of certain non-tuition ancillary fees. Full descriptions and amounts for all fees, and the services they support are available on the [Chang School of Continuing Education website](#).

Chang School courses have two optional fees, which you can opt out of by placing a check-mark in the boxes below. By leaving these boxes blank, you are opting to pay these fees and support these services.

CESAR (Continuing Education Students' Association of Ryerson)

I choose to opt-out of this fee and the services this fee supports.

CFS (Canadian Federation of Students)

I choose to opt-out of this fee and the services this fee supports.

Students who don't pay an optional fee may not be able to access the program/service that the fee supports.

You will be asked each term if you would like to opt-in or out of these fees. The decision you make for your first course in the term will apply to all other courses in the same term. If you have already made your selection for this term, that decision will apply to this enrolment and override any choices indicated on this form.

Course Fees

Compulsory and Optional Fees are confirmed on the [course pages of the Chang School website](#), and must be calculated below to confirm the Total Fees payable for your course enrolment.

If you have selected to pay (one or more of) the Optional Fees by leaving (one or more of) the boxes above blank, you must calculate your Total Fees by adding the Optional Fees to the Compulsory Fees.

Compulsory Fees _____
+ Optional CESAR _____
+ Optional CFS _____
= Total Fees _____

If you have questions about calculating your Total Fees, please contact the [ServiceHub](#).

Form Submission Instructions

Before submitting this form: Confirm the enrolment deadlines on the **Important Dates** section of the Chang School website. Check the course description for course requisites. If required, obtain departmental consent to enrol.

Mail completed form and payment to:

ServiceHub, POD 150
Ryerson University
350 Victoria Street
Toronto ON, M5B 2K3

If paying with credit card, you can fax the form to 416-979-8097.

Do not email this form. In order to protect the privacy of your credit card information, we do not accept forms with credit card authorization via email.

Payment Instructions

Total fees must be paid with enrolment. Include a cheque or money order with this form, or complete the Credit Card Authorization section on this form. Cheques and money orders must be payable to Ryerson University and cannot be post-dated. If paying by credit card, please note that we do not accept Debit MasterCard, Visa Debit or Amex Debit.

Credit Card Authorization

Name of Cardholder <hr/>	AMEX, VISA, Mastercard Number <hr/>	Expiry Date <hr/>
(If paying by AMEX, VISA, Mastercard)		Month Year
Cardholder Signature <hr/>	Total Fees Authorized <hr/>	Ryerson Student Number <hr/>

The amount charged may be less than the amount authorized, depending on any opt out fees.

Next Steps

Enrolments and classroom location can be confirmed on RAMSS, which is accessed via my.ryerson.ca. You can also drop and add courses, and see your final grades via RAMSS.

To access my.ryerson for the first time, click on the *Activate your my.ryerson username* link at my.ryerson.ca. Your my.ryerson account will also be used to access course information and content (D2L), library and other services.

ServiceHub
www.ryerson.ca/registrar
 Phone: 416-979-5036
 Fax: 416-979-8097

The G. Raymond Chang School of Continuing Education
<https://continuing.ryerson.ca/>
 Phone: 416-979-5035

Academic and Financial Responsibility

When you enrol for a class in The G. Raymond Chang School of Continuing Education, you assume **academic** and **financial** responsibility for that class enrolment. Payment is due at the time of enrolment into the class for Full-time Undergraduate Program students and Chang School students, who are assessed Chang School fees. Students are academically and financially responsible for all enrolled courses and fees incurred unless they formally withdraw in writing or online via RAMSS by the appropriate University deadline dates (whether or not they attended a class). There is a late fee service charge of 1.25% per month (16.08% effective annual rate) assessed on any unpaid balance in a student's account. A fee will be charged when a cheque or credit card, tendered for payment, is not honoured by your banking institution. If you have any outstanding fees owed to Ryerson, any payment will be first applied to the existing balance. Enrolment for courses in the next term is not permitted if there is any outstanding fee balance.

Refunds

Please see the current [Chang School](http://Chang School website) website for refund policy and deadline dates for refunds. Generally, students must withdraw five (5) business days in advance of the course start date in order to obtain a 100% refund of course fees, however students should consult the [Important Dates](#) for the published deadline applicable to their course. Processing of refunds may take up to thirty (30) days at peak enrolment periods.

Collection and Use of Information

The information you submit is collected under the authority of the Ryerson University Act and will be used for educational, administrative, and statistical purposes including, but not limited to, creating or maintaining your academic record; supporting decisions related to course and/or certificate enrolment; administering transfer credits (including Letters of Permission and Challenge Credits); assessing tuition fees and collection; and determining your eligibility for financial aid and/or scholarship opportunities. You should be aware that aggregated student academic data (grades and academic standings, for example) are occasionally used for statistical audit, research, and development purposes intended to improve university education. Personally identifiable data will not be disclosed to third parties without your expressed written consent except as permitted or required by law.

For further details, refer to the Office of the Registrar, Privacy and Use of Information at www.ryerson.ca/registrar/privacy/. If you have questions about the collection, use and disclosure of this information by Ryerson University, please contact the Secretary to the University Registrar by phone at 416-979-5100.

Cancelled Courses

If the Chang School cancels a class or section(s) due to insufficient enrolment, you may transfer to another class if space is available, or receive a full refund. Processing of refunds may take up to thirty (30) days at peak enrolment periods.

Course Swaps

Course swaps are permitted within the same term at the discretion of the University. Students may swap one course with another if there is space available, and before the applicable deadline to add courses. See the current [Chang School](#) website to confirm dates. Students may swap courses online via RAMSS, or if assistance is needed, in-person at the [ServiceHub](#) (POD 150) during office hours.

Courses Dropped in Good Academic Standing

Please see the current Chang School website for dates to drop in good academic standing. Generally, this date falls approximately 2/3 of the way through the course but students should consult the [Important Dates](#) for the specific date applicable to their course. Courses can be dropped via your Student Center in RAMSS at my.ryerson.ca, or in-person at the ServiceHub. Course drop requests submitted after the applicable deadline will not be processed. Please note that you will **not** be dropped from classes due to non-attendance. If you cannot continue in a class, you are responsible for dropping the class by the appropriate published deadline; otherwise the course and grade will permanently remain on your academic record.

Interviews/Placement Tests

Some courses require you to take a placement test or attend an interview before you may enrol. Please contact The Chang School at 416-979-5035 or refer to the current Chang School website for more information.

Certificate Programs

For information about registering in a Certificate, please visit the current Chang School website. Current students may register via their Student Center in RAMSS, at my.ryerson.ca.

Income Tax Receipts

Official Income Tax receipts (T2202A) are issued, via your Student Center in RAMSS, at my.ryerson.ca at the end of February for the previous calendar year. For more information please contact the [ServiceHub](#).

Grades and Transcripts

You can access your grades and unofficial transcript, and order official transcripts, via your Student Center in RAMSS, at my.ryerson.ca.

Academic Accommodation Support

If you are a student with a disability who may require academic accommodation, including course material in accessible formats, please contact Academic Accommodation Support at 416-979-5290 or TDD/TTY at 416-979-5274 as soon as possible. Students should not wait for their course(s) to start before beginning the registration process. Visit their website at www.ryerson.ca/studentlearningsupport for more information.