



AUDIT a Course for General Interest Application

Please print clearly

Legal Last Name: _____

Legal First Name: _____ Middle Initial: _____

Home Address: _____

City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Birth date: _____ Gender: Male Female

Email: _____ SIN # (optional): _____

Have you registered with us before? No Yes Student Number (if previously a student) : C _____

Permission to Register

Present to the instructor on or after the first day of class to the fee deadline. Instructors may not sign until the first day of class.

1. Course Name and #: _____ Section: _____

Instructor Signature: _____ Date: _____

2. Course Name and #: _____ Section: _____

Instructor Signature: _____ Date: _____

Sign

Please read the following before signing:

1. I declare that the information contained in this application is to the best of my knowledge complete and correct.
2. I agree to abide by the rules and regulations of the College.
3. I understand and agree that acceptance of this application in no way guarantees admission to the program or course and that this application is subject to the availability of seats. I understand and agree the College reserves the right to modify or cancel any program or course without notice or prejudice.

Signature of Applicant

Date

The personal information on this form and other personal information which forms part of your student record is collected under the legal authority of College and Institutes Act, [RSBC 1996] c.52, and the Freedom of Information and Protection of Privacy Act [RSBC1996] c. 165 . The information is used for administrative and statistical research purposes of the College and/or the ministries or agencies of the Government of British Columbia and the Government of Canada. The information will be protected, used, and disclosed in compliance with those acts. Except as provided in the foregoing, the personal information collected on this form and other personal information which forms part of your student record will not be disclosed to any other person without your consent. A "Permission to Release Information" form, available from Student Services and camosun.ca, must be signed in order for Camosun College to provide access or release your personal information to any other person. However, Camosun College may be required to release a student's personal information if it becomes aware of compelling circumstances where there is a risk to the health and safety of the student or others. For further information, please contact the college's Privacy Officer by phone at (250) 370 - 3016 or by e-mail at brindle@camosun.bc.ca.

Welcome to Camosun College's Audit Option

If you are interested in taking an academic course at Camosun for your own personal development without obtaining credits for a diploma or university degree, consider the AUDIT option. When you audit an academic course you:

- will not be required to pay an application fee or show proof of prerequisites;
- are expected to attend classes and read the assignments;
- will not be required to hand in course work or write exams;
- will not receive a grade for the course, but you will receive enjoyment and intellectual stimulation!

In addition you will only pay half the published regular tuition fees, plus ancillary fees.

See the courses we offer

A few weeks prior to the term, log on to our website at: camosun.ca/camlink;

- From the main Camlink Menu page, select “Search for Sections”;
- Choose the desired term and add a subject (e.g. HIST). This will show you the courses we are offering, the times, days, and location. **Note:** *The only courses that are not available to audit are marked ‘restricted’.*
- You will be able to see the ‘available’ seats, the ‘capacity’ of the course and, if applicable, how many students are ‘waitlisted’. You should go to this site again just prior to class start to see which of your desired classes have either space available, or a very small waitlist. **Note:** *For each course you want to audit, make note of the course name and section number, dates, times, and location.*

Register

- You can obtain permission to audit a course between the first day of class until the fee deadline date for that term. On the first day of the class, attend, and ask the instructor to sign the reverse of this form. **Note:** *If space is available, students wishing to access the course for credit will be considered first. Register, by submitting your completed Audit Application form to Enrolment Services in person, by fax, mail, or after hours drop boxes located at either campus on, or prior to, the fee deadline.*

Fee Deadline

- Tuition and fees are due 14 days after the first day of the Fall and Winter terms, or 7 days after the start of the Spring and/or Summer term. There is no tuition refunded if withdrawing after fee deadlines.

Submit this form to Enrolment Services

Office Hours: Mon to Wed 9am - 4pm, Thurs 9am to 5:30pm, Fri 9am - 4pm

Phone: 250-370-3550 or Toll Free 1-877-544-7555

Fax: 250-370-3551 (Lans) or 250-370-3750 (Int)

After hours drop box at east entrance
Dawson Building, Lansdowne Campus
3100 Foul Bay Road V8P 5J2

After hours drop box 2nd floor hallway
Campus Centre Building, Interurban Campus
4461 Interurban Road V9E 2C1

Payment

Pay in-person during regular Enrolment Services office hours. Payment can be made by cash, debit, or cheque.

This form *can not* be used to change from enrolled status to audit.

CHANGING TO AUDIT

Students who enrol in credit courses (these students will have met course prerequisite requirements) and then decide to audit the class instead, can change to audit status during the first 66% of the semester/term/quarter, with instructor permission. Complete a 'Request for Change in Registration' form to officially notify Enrolment Services. These students will pay 50% of the tuition plus ancillary fees for the audit course if changing to audit prior to the fee deadline; or will pay the same fees as those enrolled in the course for credit if changing from enrolled to audit status after the fee deadline and before the course withdrawal deadline.