

** Indicates Required Information*

Contact Information

Last Name *		First Name (Legal) *		STUDENT ID # *	
Address *			E-mail *		
City *	Province *	Postal Code *	Phone Number *	Birthdate (MM/DD/YYYY)	
Gender					
☐ Male ☐ Female ☐ Undefined ☐ Unspecified					
If you wish to declare that you are an INDIGENOUS person, please specify:					
☐ Status Indian/First Nations ☐ Non-Status Indian/First Nations ☐ Métis ☐ Inuit					

Testing Services Charge Codes (Budget Code: 4130830-41260)

Charge Code	Charge Code Name	# of Units	Fee	GST	Total
CEINVIG400	CE Test ABST/AIT Security Exam		\$50.00	\$2.50	
CEINVIG800	CE Test Computer Lab Fee		\$25.00	\$1.25	
CEINVIGCWB	CE Test CWB Module Exam (30 min. exam)		\$25.00	\$1.25	
CEINVIGDAT	CE Test DAT Exam		\$155.00	\$7.75	
CEINVIGOTD	CE Test Out of Town DAT Exam		\$155.00	\$7.75	
CEINVIG100	CE Test Invigilation Fee		\$125.00	\$6.25	
CEINVIG600	CE Test PELM Final Exam		\$125.00	\$6.25	
CEINVIG500	CE Test PSI Exam		\$45.00	\$2.25	
CEINVIG200	CE Test Rescheduling Fee		\$25.00	N/A	
CEINVIG300	CE Test Service Charge		\$15.00	N/A	

CUSTOMER'S SIGNATURE	DATE
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Method of Payment

GST #R107566218

☐ Money Order ☐ VISA ☐ MasterCard ☐ In Person	CREDIT CARD NUMBER	EXPIRATION DATE
	CARD ISSUED TO	SIGNATURE

TESTING SERVICES REFUND POLICY

- Requests for refunds for fees dated five (5) working days or more prior to scheduled service date will be granted, with \$25 of the fee retained by the College.
- For cancellations dated less than five (5) working days prior to scheduled service date, no refunds will be granted.** In exceptional circumstances, the Dean or Director of the program may overrule this policy. Rescheduling is treated as a cancellation.
- Nonattendance of scheduled service is not notice of cancellation.

The personal information requested on this form is collection under the authority of section 65 of the Alberta Post-Secondary Learning Act, and section 4 (c) of the Alberta Protection of Privacy Act. The information collected will be used for the purpose of admission, registration, income tax receipts, scholarships and awards, convocation, supplying education information, library services, emergency contact, and for college research and planning. Internally, your information collected on this form may be used to receive support and services from Accessibility Services, Testing Services and Wellness Services, including academic accommodations and/or wellness checks. Your information will be part of our student information system and may be shared for work experience and practicum placements through Work Integrated Learning, Student Associations for the purpose of membership and information sharing, Syncrude Sport and Wellness Centre for membership, and Student Academic Support Services for continuous improvement of student academic success. The information may be added to the electronic Student & Community Conduct Report System, Accessibility Services System, Wellness Services System, and/or the Testing Services System and maybe used for anonymized reporting purposes and/or procedural correction. In compliance with federal and provincial legislation, your information may be disclosed to Statistics Canada under the Statistics Act; Alberta Advanced Education for reporting requirements; and Alberta Human Services for determining and monitoring student eligibility for their services. If you have any questions regarding the collection and use of your personal information, please contact the Office of the Registrar at 780-791-4801.

Keyano College Office of the Registrar | 8115 Franklin Avenue, Fort McMurray AB T9H 2H7
 Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/student-services/office-of-the-registrar/student-forms/