



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

CONTINUING EDUCATION APPLICATION

COURSE INFORMATION

COURSE NAME: _____ START DATE: _____

PERSONAL INFORMATION

(Your full legal name is required and will appear on your MITT documentation as indicated below)

LEGAL NAME: _____
Last / Family Name *First / Given Name* *Middle Name*

PREFERRED NAME: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____
Apt # *Street Address* *City*

Province *Country* *Postal Code*

Home # *Cell #* *Work #*

DATE OF BIRTH: _____ GENDER: Male Female Other
Year / Month / Day

FIRST LANGUAGE: English French Other: _____

ANCESTRY

- | | | |
|---|--|---|
| <input type="checkbox"/> Not Aboriginal | <input type="checkbox"/> Dakota | <input type="checkbox"/> Michif-Ojibway |
| <input type="checkbox"/> Aboriginal (Uncertain of Ancestry) | <input type="checkbox"/> Oji-Cree | <input type="checkbox"/> Inuktituq |
| <input type="checkbox"/> Anishinaabe | <input type="checkbox"/> Michif | <input type="checkbox"/> Aboriginal (Other) |
| <input type="checkbox"/> Ininiw (Cree) | <input type="checkbox"/> Michif-Cree | <input type="checkbox"/> First Nations |
| <input type="checkbox"/> Dene (Sayisi) | <input type="checkbox"/> Michif-French | <input type="checkbox"/> Metis |

CITIZENSHIP

- Canadian Citizen
- Permanent Resident (Landed Immigrant)
- Protected Person (Refugee)
- Student Visa



EMERGENCY CONTACT INFORMATION

In the event of an emergency you will be transported (at your expense, if applicable) to the nearest hospital. Please provide the names of two people MITT can contact in case of an emergency.

CONTACT NAME: _____

PHONE #: _____

CONTRACT NAME: _____

PHONE #: _____

PAYMENT INFORMATION

Tuition Fees for Continuing Education courses must be paid at the time of registration.

COURSE TUITION FEE: \$ _____

Cheque Cash/Debit (in-person only) Company Invoice* Band Invoice*

*Please contact continuinged@mitt.ca for more information.

CREDIT CARD PAYMENT: Visa American Express MasterCard

Card Number: _____ Expiry Date: _____ / _____

Security Code: _____
(3 digits on back of card)

Name on Card: _____ X Signature: _____

CANCELLATION, WITHDRAWAL & REFUND POLICY

- Tuition fees may be subject to change.
- All programs are subject to cancellation due to insufficient enrolment. Students are eligible for a full refund of tuition due to cancellation of programs.
- Student Withdrawal Form submitted prior to 10 business days of the first day of class, receive a full refund.
- Student Withdrawal Form submitted within 9 calendar days of the first day of class, and up to 25% of the term, receive a refund of 75% of the tuition.
- Student Withdrawal Form submitted after 25% of the term, no refund issued.

DECLARATION

- I declare that I have read and understood the information in this application, including the Notice Regarding Collection, Use and Disclosure of Personal Information, and that all statements made with respect to this application are true and complete.
- I understand that misrepresentation, falsification of documents or the withholding of requested information with respect to this application can result in cancellation of the acceptance and registration, or dismissal from the College.
- I accept that any information or falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
- If enrolled in a joint program, I authorize Manitoba Institute of Trades and Technology to share my academic record with partner institutes.
- I agree, if admitted, to comply with the regulations of Manitoba Institute of Trades and Technology.
- I understand that the intake my application is being processed for may change, and that the College cannot guarantee entry into a specific intake.



USE OF PERSONAL INFORMATION

The freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Manitoba Institute of Trades and Technology: The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to the Manitoba Institute of Trades and Technology. Should any of the Institute's policy conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the College: The Institute collects personal information in the course of admission, registration and related activities. In accordance with the Manitoba Legislation, Freedom of Information and Protection of Privacy Act (FIPPA) and Personal health Information Act (PHIA), Manitoba Institute of Trades and Technology respects the personal information in its possession, regarding staff, applicants and students and treats it in a confidential manner. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, or the Manitoba Institute of Trades and Technology Alumni Association. Information regarding graduation and awards may be made public. Application data may also be used to conduct research into institute enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. For further information on MITT's Privacy Guidelines, please refer to our website at www.mitt.ca.

Notice of Disclosure of Personal Information to Statistics Canada: Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. Statistics Canada asks all colleges and universities to provide data on students and graduates, Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: www.statscan.ca or by writing to the Post-secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Canada, K1A 0T6

Applicant's Signature

Date

WHAT INFLUENCED YOU TO APPLY TO MITT?

- | | | |
|--|---|--|
| <input type="checkbox"/> TV | <input type="checkbox"/> School Counsellor/Other Counsellor | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Work Colleague | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Website | <input type="checkbox"/> Parent/Guardian | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Friend | <input type="checkbox"/> MITT email notification |
| <input type="checkbox"/> Google Search | <input type="checkbox"/> Referred by: _____ | <input type="checkbox"/> Other: _____ |