

I wish to register in  January \_\_\_\_\_  September \_\_\_\_\_  I have enclosed a \$100 non-refundable deposit

I wish to register in  Summer (May–June Session) \_\_\_\_\_  Summer (July–August Session) \_\_\_\_\_

**Please Print**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_

Birthname if different, or if academic records are under another name:  
\_\_\_\_\_

**CURRENT MAILING ADDRESS**

Street, Box Number, RR#, Apartment #: \_\_\_\_\_  
\_\_\_\_\_

City or Town: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Female

Male

\_\_\_\_ mm dd yy

(optional)

**IMMIGRATION STATUS**

Canadian Citizen

Landed Immigrant

Student Visa

Other Visa (please specify) \_\_\_\_\_

**Country of Citizenship** (to be completed if Landed Immigrant, Student Visa, or Other Visa is checked):  
\_\_\_\_\_

**LANGUAGE SKILLS**

First language (if other than English): \_\_\_\_\_

The language of instruction throughout my education was English.

I have taken an English-language proficiency test (official marks required from test company).

CanTest  IELTS  MELAB  TOEFL  Other: \_\_\_\_\_

I will be taking an English-language proficiency test and the results will be available by:

Month \_\_\_\_\_ / Year \_\_\_\_\_

**POST-SECONDARY EDUCATION**

Have you ever applied for admission to UPEI, or attended as an Unclassified (formerly Non-program) student?  Yes  No

Have you ever attended another post-secondary educational institution (university, college, etc.)?  Yes  No

Have you been required to withdraw from an educational institution?  Yes  No

If yes, indicate: \_\_\_\_\_ Date: \_\_\_\_ mm \_\_\_\_ dd \_\_\_\_ yy

Institution \_\_\_\_\_

Reason \_\_\_\_\_

I wish to be registered in person at the Registrar's Office

**COURSE INFORMATION**

| Name       | Course | Section/CRN | Lab/CRN | Tutorial/CRN | Faculty signature required for prerequisite waiver |
|------------|--------|-------------|---------|--------------|--|
| i.e., Math | 101    | A           | 2       | 2            |  |
|            |        |             |         |              |  |
|            |        |             |         |              |  |
|            |        |             |         |              |  |
|            |        |             |         |              |  |

**DECLARATION OF APPLICANT:** With regard to this registration form, I certify that the details provided are true and complete in all aspects, and no information has been withheld. I understand that falsifying documents or information on this form will result in immediate permanent dismissal from the University. Falsified documents may be referred to the appropriate authorities for prosecution of the applicant under the Criminal Code of Canada. I agree to comply with the regulations of the University.

The personal information collected on this form is subject to provisions of the UPEI Personal Information and Privacy Policy and is collected under the authority of the Universities Act. The information is collected in order to process and track the progress of Unclassified Students, to maintain communication with those students, and to ensure that those students are in compliance with the regulations of the University of Prince Edward Island. If you have any questions about the collection of this information, contact us at 1-800-606-UPEI or write to The Registrar, University of Prince Edward Island, 550 University Avenue, Charlottetown, Prince Edward Island C1A 4P3

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date of Application**

## Be sure to read the Unclassified Student policies in the Timetable and/or Calendar

### A. REGISTRATION INFORMATION—UNCLASSIFIED STUDENTS

A student who wishes to register as an Unclassified Student must submit this completed Unclassified Student Registration Form, accompanied by the required fee, by the deadlines specified in the Calendar. This type of enrolment is described below.

**NOTE: Enrolment is only open to those students who did not complete any courses in the previous term as admitted students.**

- The student is permitted to register but is not admitted to the University. Previously admitted students may register as Unclassified Students, but such registration does not constitute readmission to the University. Students who have never previously been admitted to the University may attend as Unclassified Students.
- The student has second priority in registration after admitted students. Purchase of books is not recommended until registration is finalized.
- Students who have been required to withdraw from this or any other post-secondary institution within the last 12 months are not permitted to register as Unclassified Students.
- Transcripts of previous post-secondary work, and proof of English Language Proficiency, must be presented to the Registrar's Office if requested.
- Prerequisites must be met where applicable. Checking for prerequisites is the student's responsibility.
- The student is subject to a maximum registration limit of 10 three-credit courses as an Unclassified Student.
- Summer Session Unclassified Students may enrol in a maximum of two courses (six semester-hours) per session. Fall/Winter Unclassified Students will need special permission to enrol in more than two courses per semester (maximum of five).
- The Unclassified Student may apply for admission to the Fall or Spring Semester before the published deadlines through one of the approved admission routes. If an Unclassified Student applies to a program/faculty for a specific semester (Fall/Spring), the student cannot be registered for that same semester as an Unclassified Student.
- Upon admission, courses completed as an Unclassified Student may be counted toward the student's program, subject to the appropriate rules of the faculty/school.

### B. CANCELLATIONS, WITHDRAWALS, AND REFUND

#### a. Cancellations

Registration may be cancelled up to and including the last day of Add/Drop for the Fall and Spring semesters and each Summer Session. A student may cancel his or her registration in person, by registered mail, or by using the "Cancel Courses" feature on the website.

#### b. Course Discontinuation

A student wishing to withdraw from any or all courses, or from the semester, after the Add/Drop period must notify the Office of the Registrar by submitting a Discontinuation Form obtained from the Office of the Registrar. The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment. Failure to comply with this requirement results in the assignment of failing grades and full responsibility for fees. Students who mail their Discontinuation Form are encouraged to use Registered Mail.

#### c. Percentage Refunded

The fee refund schedule is as follows. Refunds do not include the \$100 non-refundable deposit.

| University of Prince Edward Island                        |         |            |          | Student Union       |  |  |  | University of Prince Edward Island                       |         |            |          | Student Union       |  |  |  |  |
|---|---------|------------|----------|---------------------|--|--|--|--|---------|------------|----------|---------------------|--|--|--|--|
|   | Tuition | Other Fees | All Fees | Student Health Plan |  |  |  |  | Tuition | Other Fees | All Fees | Student Health Plan |  |  |  |  |
| <b>First Semester</b>                                     |         |            |          |                     |  |  |  | <b>Second Semester</b>                                   |         |            |          |                     |  |  |  |  |
| Cancellation up to the last day to Add/Drop:              |         |            |          |                     |  |  |  | Cancellation up to the last day to Add/Drop:             |         |            |          |                     |  |  |  |  |
| 100%  |         |            |          | 100%                |  |  |  | 100%   |         |            |          | 100%                |  |  |  |  |
| After Add/Drop to 30 September:                           |         |            |          |                     |  |  |  | After Add/Drop to 31 January                             |         |            |          |                     |  |  |  |  |
| 60%   |         |            |          | 0%                  |  |  |  | 60%  |         |            |          | 0%                  |  |  |  |  |
| Discontinuation after 30 September but before 31 October: |         |            |          |                     |  |  |  | Discontinuation after 31 January but before 28 February: |         |            |          |                     |  |  |  |  |
| 40%   |         |            |          | 0%                  |  |  |  | 40%  |         |            |          | 0%                  |  |  |  |  |
| Discontinuation after 31 October:                         |         |            |          |                     |  |  |  | Discontinuation after 28 February:                       |         |            |          |                     |  |  |  |  |
| 0%  |         |            |          | 0%                  |  |  |  | 0%   |         |            |          | 0%                  |  |  |  |  |

| University of Prince Edward Island           |         |            | Student Union |                     |
|--|---------|------------|---------------|---------------------|
|  | Tuition | Other Fees | All Fees      | Student Health Plan |
| <b>Summer Session</b>                        |         |            |               |                     |
| Cancellation up to the last day to Add/Drop: |         |            |               |                     |
| 100%   |         | 100%       |               | N/A                 |
| Between 7 and 12 hours of instruction:       |         |            |               |                     |
| 60%  |         | 0%         |               | N/A                 |
| Between 13 and 18 hours of instruction:      |         |            |               |                     |
| 40%  |         | 0%         |               | N/A                 |
| After 18 hours of instruction:               |         |            |               |                     |
| 0%   |         | 0%         |               | N/A                 |

### C. STUDENT UNION

**Location:** W. A. Murphy Student Centre, 2nd Floor South

**Hours:** Monday–Friday, 9 a.m.–4 p.m.

**Website:** upeisu.com **Tel:** (902) 566-0530

#### Student Union Health Plan

The Student Union provides an affordable health/dental insurance plan designed to help full-time students maintain a basic level of health while pursuing their studies. All full-time students are automatically enrolled in the plan and assessed a fee, including Unclassified Students.

- The Student Health Plan is mandatory.
- If you are covered under an alternate extended health/dental plan, contact the Student Union Office and opt out before the deadline.
- PLEASE NOTE: The opt-out procedure is an annual process. If you do not opt out in the Fall semester, you will be charged for the full year of coverage.
- Check with the Student Union Office for opt-out deadlines.

### D. FEE PAYMENT DEADLINES

If by the last date to Add/Drop you have not filled out a permission to pay later, and you have not paid for your course(s), your registration will be cancelled. To be reinstated, the applicable late fee (\$60 Fall/Spring Sessions, \$25 Summer Session) and the applicable reinstatement fee (\$25 part-time, \$50 full-time) must be paid.

Tuition is subject to change. Please see [upeiu.ca/fees](http://upeiu.ca/fees) for current and future fees.