

YOUR STEPS FOR REGISTRATION & OTHER IMPORTANT INFORMATION
(JANUARY 2010)

<i>Confirmation & Payment (including those who deferred from the previous semester)</i>	p.1
<i>Registration Procedure</i>	p.1-2
<i>Placement Testing</i>	p.2
<i>Orientation for New Students</i>	p.2
♦ <i>Academic Orientations</i>	
♦ <i>International Student Orientations</i>	
<i>Required Documents (Study Permits, Work Permits, Police Clearance)</i>	p.3
♦ <i>Study Permits</i>	
♦ <i>Address in Toronto</i>	
♦ <i>Work Permits</i>	
♦ <i>Medical and Police Clearance</i>	
<i>Fee Payment Due Dates for Later Semesters</i>	p.3-4
<i>Withdrawals & Refunds</i>	p.4

Contact Information:

By Mail or Courier

International Centre
George Brown College
200 King St. East, Main Floor
Toronto, Ontario
Canada M5A 3W8

By Phone/Fax/Email

International Centre
George Brown College
Tel: 416-415-5000 ext. 2115
Fax: 416-415-2120
Email: international@georgebrown.ca

Your Steps for Registration (& Other Important Information)

(January 2010)

You can register for your classes on the web, from anywhere in the world, **after** you have confirmed and paid your fees to the College. On-line registration will begin on **November 16, 2009**. By registering on-line and choosing your courses as soon as on-line registration starts, your seat will be assured and you will get your choice of available courses plus a tentative timetable.

Please read carefully the following **required Steps for all International Students** to register for your courses **including those who deferred from the previous semester and re-applied to the Jan. 2010 semester.**

Confirmation and Payment

1. **Confirm and Pay** your fees before the Confirmation Due Date specified on your Acceptance Letter and Confirmation/Invoice Form. **Sign the Confirmation/Invoice Form and return with the fees** by fax (fax: 416-415-2120) if paying by credit card or bank transfer (attach the bank transfer receipt) and if paying by Money Order or Bank Draft send by mail or courier to the International Centre well before the due date. **Deferred students from previous semesters** with payment in George Brown must submit a signed Confirmation/Invoice Form for the January 2010 semester to ensure a place.
2. **Payment of fees.** Payment by bank transfer takes longer than any other payment method. If paying by bank transfer, indicate Student Name, Student ID and Date of Birth on the Bank Transfer details to avoid delays or loss of payment. Send a copy of the bank transfer receipt to your Admission Officer by email or fax. If payment is not received by the College, you cannot register for your program. **A Late Penalty Fee of \$125.00 is charged** for payments received after the due date but only if the program is still open.

Please note that for all Business Programs, confirmation and payment does not automatically register you in your program. **Follow steps 4 to 8 to register.** For all other programs, if already Paid and Confirmed, you may be registered by the Registration Department 2-3 weeks after the on-line registration starts if the program still has seats available. Please check STU-VIEW at www.georgebrown.ca .

Registration Procedure

3. **Registration.** To ensure a seat in the program, **you must register online.** Find out when to register for classes at www.georgebrown.ca and click on **STU-VIEW** to see the registration start date for your program and semester. Web Registration will start from **November 16, 2009** (Monday). If you don't have web access, please call 416-415-2000 or 1-800-265-2002 for help.
4. **Use your student ID number and STU-VIEW PIN number** to log on to **STU-VIEW** to register and choose your courses. Your student ID and Stu-View PIN can be found on the Acceptance Letter you received with this package.

5. **To register/choose your courses.** Log on to STU-VIEW (go to www.georgebrown.ca and click on STU-VIEW) during the scheduled registration period. Follow the on-screen instructions. If you register at the start of your registration period, you will be assured a seat in all courses required for the semester and a better selection of courses and timetable.
6. **Print your timetable.** Check your timetable before the start of classes. Circumstances may require George Brown College to change your course selections and timetable.
7. **Bring your timetable** with you to George Brown on the first week of classes. You will need it to get your College Photo ID, locate your classrooms and buy a TTC pass (transportation pass).

Placement Testing

8. **Placement Test for English/Math.** All post-secondary students who did **not** take the **admission tests** to get admitted to the college are **required** to take the **Placement Tests** for English and Math.

Please arrange to take the Placement Tests through STU-VIEW when registering for your courses (Step 6). The **deadline date** to take a Placement test is **December 11, 2009**. You will be placed in foundation-level courses automatically if you do not take the placement tests. For those still overseas, Placement Tests can be taken upon your arrival in January before classes start at the Assessment Centres located in Casa Loma Campus and St. James Campus. If the placement results require you to take a Foundation English or Math, **an additional fee may be charged** for this extra course at a later time.

Post-Graduate students are not required to take the Placement Test for English/Math.

Orientation for New Students

9. Several orientation events are organized at the beginning of the January and September semesters.

Academic Orientations are conducted by academic departments. Information will be available a few weeks before classes begin at the George Brown website at http://www.georgebrown.ca/orientation/orientation_sessions/index.aspx

The **International Centre** also organizes orientations for each intake.

The **International Student Orientations** are held in the 2nd or 3rd week after classes start. During these orientations, we review, among other topics, work permit requirements and application procedures, Study Permit extension procedures, International Student Health Insurance, and the Services offered at the International Centre.

Required Documents (Study Permits, Work Permits, Police Clearance)

Study Permits

10. A valid Study Permit (Visa) must be obtained at the Canadian Consulate/embassy nearest you to study at George Brown College. **You must submit a copy of your valid Study Permit and Toronto Address/Phone number** to the International Centre by fax (416-415-2120) or drop it off at the International Centre office at the St. James Campus during the first week of classes.
11. Students applying for a Study Permit for programs that require clinical placements or internships involving interaction with families and children in Canada are required by the Canadian Consulate/Embassy to undergo a medical exam by Designated Medical Practitioners. See <http://www.cic.gc.ca/dmp-md/medical.aspx> for information on Designated Medical Practitioners in your country or region.

Address in Toronto

12. **To receive important letters and notices** from the College, you have to inform us of changes to your address by completing the **Change of Address Form** available at the International Centre office. If you change your address through **Stu-View**, please input **only one address**, your current address. Please do not include future addresses.

Work Permits

13. **Work Permits are required** before starting work placements, internships, externships or co-op placement as part of your program requirement. Once your program-required placement has been completed, it is illegal to continue working even if your work permit is still valid. Work Permit processing requires at least 4 weeks if done in Canada and longer if you are required by Citizenship & Immigration Canada (CIC) to undergo a medical exam by a Designated Medical Practitioner. It is **highly recommended** that you apply for a Work Permit at the same time as your Study Permit if your program requires work placement, internship, externship, clinical placement or co-op placement.

Medical and Police Clearance

14. **Medical and Police Clearance** are required for clinical/work placements for **Community Services and Health Sciences programs** before any placement can begin. Please check www.georgebrown.ca/preplacement for details. For any questions on these requirements, contact Suzette Martinuzzi at 416-415-5000 ext. 3415 between 8 am - 4 pm or by email at smartinu@georgebrown.ca.

Fee Payment Due Dates for Later Semesters

15. Invoices are mailed to your address approximately 2 weeks before the fee payment due dates. School fees must be paid by the deadline as shown on the invoice or a \$125.00 Late Penalty fee is charged:
 - ❖ For the September-December semester, the due date is in the last week of June or the first week of July

- ❖ For January -April semester, the due date is in the 1st week of November
- ❖ For May-August semester, the due date is in the first week of March

Due dates may change so please check out the George Brown website for the actual dates at :
<http://www.georgebrown.ca/Admin/Registr/PSCal.aspx>.

Withdrawals & Refunds

16. **If you are unable to come to the college due to visa processing delays or visa refusal,** illness or other unforeseen event, please inform your Admissions Officer (in writing with supporting documents) at the International Centre by **January 22, 2010** to avoid being charged the full fees for one semester. A **Withdrawal Form** from the International Centre must be completed. A \$100.00 administrative fee will be charged for withdrawal and refund to cover the cost of issuing cheques and mailing.
17. **Partial refund request for fees paid** will be processed only after the International Centre receives (**no later than January 22, 2010**) a written request with your signature together with the Visa refusal letter from the Canadian High Commission/Embassy. If the refund is payable to a third party, e.g. a relative, your signed refund request must authorize and include the name, address and telephone number of the third party. A **Withdrawal Form** from the International Centre must be completed.
18. **Refund requests due to reasons other than visa refusal** will be processed if requested to the International Centre on or before **January 22, 2010**. A **Withdrawal Form** from the International Centre must be completed. Refund will be considered if any of the following are satisfied: a) if you have an Acceptance Letter & Invoice from another educational institution and the refund cheque will be in the name of the school; *OR* b) if you have a confirmed Return Air ticket to your country, the refund process will start after the departure date and the refund cheque in this case will be sent to your overseas address.
19. **Refund requests for all International Students** must be submitted to the International Centre. The refund process for those with complete supporting documents and required information takes 4 weeks or longer. Contact your Admissions Officer at the International Centre for a Withdrawal/Refund Request form or for any questions you may have. The Name and Email address of your Admissions Officer is on your Acceptance Letter.

Make sure you complete **Your Steps for Registration** to ensure you have successfully registered. If you need assistance registering, please call 416-415-2000 or 1-800-265-2002.

We look forward to seeing you in January 2010!

Contact Information:

By Mail or Courier
International Centre
George Brown College
200 King St. East, Main Floor
Toronto, Ontario
Canada M5A 3W8

By Phone/Fax/Email
International Centre
George Brown College
Tel: 416-415-5000 ext. 2115
Fax: 416-415-2120
Email: international@georgebrown.ca

Last revised: September 23, 2009 (RM)