



Lansdowne Campus 3100 Foul Bay Rd. Victoria BC V8P 5J2  
 Interurban Campus 4461 Interurban Rd. Victoria BC V9E 2C1  
 1-877-554-7555 (Toll-free) or 250-370-3550

Have you applied to or attended Camosun College before?  
 No  
 Yes. Please provide your Camosun College Student Number:  
**C** \_ \_ \_ \_ \_

## AUDIT A COURSE FOR GENERAL INTEREST

### PERSONAL INFORMATION (please print clearly)

LEGAL LAST NAME		FORMER LAST NAME (if applicable)	
LEGAL FIRST NAME	PREFERRED FIRST NAME (if applicable)	MIDDLE NAME(S)	Check if you have none <input type="checkbox"/>
DATE OF BIRTH M M / D D / Y Y Y Y	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	SOCIAL INSURANCE NUMBER (optional*) _ _ _ _ - _ _ _ _ - _ _ _ _	<i>*Providing your SIN helps us to ensure the accuracy and completeness of your transcript and your tuition tax receipt.</i>

### CURRENT MAILING ADDRESS

NUMBER/STREET	CITY	PROVINCE	POSTAL CODE
HOME TELEPHONE NUMBER _ _ _ - _ _ _ - _ _ _	CELL PHONE NUMBER _ _ _ - _ _ _ - _ _ _	EMAIL ADDRESS	
BUSINESS TELEPHONE NUMBER _ _ _ - _ _ _ - _ _ _ Local/Ext. # _ _ _		<i>Your email address is required so that we may communicate important information to you.</i>	

### EMERGENCY CONTACT

CONTACT NAME	CONTACT PHONE NUMBER _ - _ - _ Local/Ext. #
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### PERMISSION TO REGISTER

**Present to the instructor on or after the first day of class up until the add/drop deadline. Instructors may not sign until the first day of class.**

COURSE NAME	COURSE NUMBER	SECTION NUMBER
INSTRUCTOR SIGNATURE		DATE
COURSE NAME	COURSE NUMBER	COURSE NAME
INSTRUCTOR SIGNATURE		DATE

### DECLARATION

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.

- 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

# 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 CCSS fees.

## See the courses we offer

A few weeks prior to the term, visit [camosun.ca/camlink](http://camosun.ca/camlink)

- From the main Camlink Menu page, select **Search for credit classes**
- Choose the desired **term** and add a **subject** (e.g. HIST). This will show you the courses we are offering, the times, days, and locations. **Note:** *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 drop 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 a Course for General Interest** form to the Registration Department in person, by mail, or after hours drop boxes located at either campus on, or prior to, the add/drop deadline.

## Fee Deadline

- Tuition and fees are due **by the fee deadline** of the term. Visit <http://camosun.ca/learn/fees/#deadlines> for the current fee deadline. There is no tuition refunded if withdrawing after published drop deadlines.

## Submit this form to the Registration Department

**Hours:** Monday – Friday 9am – 4pm

**Phone:** 250-370-3550 or Toll-free 1-877-554-7555

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

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

## Payment

Payment can be made by online banking, debit, or cheque. Campus cashiers are located at both Lansdowne and Interurban campuses. For hours, see [camosun.ca/about/contact](http://camosun.ca/about/contact)

## This form **cannot** be used to change from enrolled status to audit.

### CHANGING TO AUDIT – CURRENTLY ENROLLED STUDENTS

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 term, with instructor permission. Complete and submit a "Permission to Audit" form to the Registration Department. These students will pay 50% of the tuition plus ancillary fees for the audit course if changing to audit prior to the add/drop deadline; or will pay the same fees as those enrolled in the course for credit if changing from enrolled to audit status after the add/drop deadline and before the course withdrawal deadline.