

**PERSONAL INFORMATION (please print)**

|                          |             |                   |                    |
|--------------------------|-------------|-------------------|--------------------|
| Mr                       | Ms          | Last Name         | Previous Last Name |
| Mrs                      | Miss        |                   |                    |
| First Name               |             | Initial           | Student Number     |
| Date of Birth (yy/mm/dd) |             | Address           |                    |
| Address                  |             | City              |                    |
| Province                 | Postal Code | Home Phone Number |                    |
| Business Phone Number    |             | Email Address     |                    |

**COURSE SELECTION (please print)**

| Course Code | Course Name | Start Date | Fee | Campus |
|-------------|-------------|------------|-----|--------|
|             |             |            |     |        |
|             |             |            |     |        |
|             |             |            |     |        |

**SENIOR CITIZENS INFORMATION**

Senior citizens 55 and older are eligible for a 15% discount on the tuition fee portion only on all continuing education courses.

**PAYMENT INFORMATION**

**Option 1:** Payments by Visa, Mastercard or American Express can be made through Canadore College's student self-service. Go to <https://www.canadorecollege.ca/support/student-resources> then click self-service. (Follow the steps attached)

**Option 2:** Payments may be made at most financial institutions in person and on-line. Please select Canadore College as the payee and use your student ID as the account number. Payments will not be credited to your account until received by Canadore. It takes up to 3 business days for your payment to reach your account.

**INVOICING INFORMATION**

An authorization letter is required in order to invoice a third party. Please provide the letter at the time of registration.

**ADMISSION QUALIFICATIONS**

|                                                                                                                                                          |                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Are you a secondary school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                            | Are you 19 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No      |
| Have you previously attended Canadore College? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                  | Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is it your intent to work toward a postsecondary certificate or diploma offered by the college? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                                                 |
| If yes, please specify program                                                                                                                           |                                                                                                 |
| I certify that the above information is true and complete, and authorize the release of information as noted below.                                      | Signature _____ Date _____                                                                      |

**Conditions of Registration**

1. Fees must be paid in full at the time of registration.
2. Registrants may be required to present evidence of meeting college and/or subject admission requirements.
3. The college reserves the right to modify, re-schedule, combine or cancel subjects.

**Withdrawal & Refund**

1. To withdraw, notify the registration office before the second scheduled class.
2. A refund will be issued only for a withdrawal request made prior to the second scheduled class.
3. The college will retain a processing fee from withdrawal refunds.

**Freedom of Information and Protection of Individual Privacy**

The information on this form is collected under the authority of the Colleges and Universities Act R.S.O. 1980, C.272, S5; R.R.O. 1980, REG 640. The information is used for the administrative and statistical purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada. For further information contact the College's Registrar.

## Touchnet Payment Centre – Using PayPath

### 1. Log into self-service with your student number and PIN



Student and Staff

Authorized User

### 2. Look over this page to add or change your profile setting if needed

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                          |                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Announcement</b><br><br><b>Welcome to the Canadore College Student Account Center!</b><br><br>This is the place to manage your student account activity. You can: view your current account activity, view your account balance and make payments with a credit card.<br><br>You can also authorize your parents or guardians to access your account to make payments and view your current account activity using their own personal password. Please see "Authorized Users" to the right to set up one or more authorized users.<br><br><i>Please be aware you can now make <b>card payments on tuition</b> using <b>PayPath</b>®, a tuition payment service. A <b>non-refundable service fee</b> will be added to your payment.</i> | <b>Student Account</b> ID: xxxxx0983<br><br><b>Student Accounts</b> There is no activity on this account at this time.<br><br><a href="#">View Activity</a> <a href="#">Make Payment</a> | <b>My Profile Setup</b><br><br><a href="#">Authorized Users</a><br><br><a href="#">Personal Profile</a><br><br><a href="#">Payment Profile</a><br><br><a href="#">Security Settings</a><br><br><a href="#">Consents and Agreements</a> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 3. Click on the green MAKE PAYMENT BOX

### 4. Enter the date of the payment – you can schedule Credit card payments into the future but our system will

not recognize the payments until that date so be careful of late fees. Enter amount and

Continue

### 5. The MAKE PAYMENT box will show you your balance and ask if you want to continue with the payment, you can cancel or select OK

### 6. Select credit card as the payment method, and notice the warning that a non-refundable fee will be added to your payment.

Continue

7. On this screen you can make any changes to the amount or payment method

Payment Information

Payment Date

14/10/22

| Term                 | Account          | Amount   |
|----------------------|------------------|----------|
| 2022 Spring          | Student Accounts | \$100.00 |
| Total Payment Amount |                  | \$100.00 |

Change Amount

Paid To

Canadore College  
100 College Dr  
North Bay, P1B 8K9

Confirmation Email

Selected Payment Method

Account: TOUCHNET PAYPATH

Change Payment Method

By selecting the Submit Payment button, you are agreeing to the [Payment Policy](#).

Back

Cancel

Continue to PayPath

8.

9. Then click 'CONTINUE TO PAYPATH'

10. Here you are advised the non-refundable fee of 2.5% for credit cards will be charged (or a minimum of \$3.00)

11. Check the transaction details and then

Continue

12. You will be warned about the service fee again

Continue

13. Check the **box** (if your address is outside of the United states)

PayPath Payment Service accepts:



Payment Card Information

Name on card:

Please enter the name as it appears on your card.

Card account number:

Card expiration date:

MM

YYYY

Card security code:

CVV

What is this?

Billing Address

☒ Check if address is outside of the United States:

Billing address:

City:

State:

Alabama (AL)

Zip code:

Email address:

Confirm email address:

Phone number: (optional)

Cancel

Continue

14. Type in the name on the credit card, card account number/expiration date/CVV (three digit number on the back of the card) Be sure to add your email address to get an emailed copy of your receipt sent to you.

Continue

15. REVIEW PAYMENT DETAILS you will be shown the amount you want to pay and the additional fee you will be charged, you MUST click I agree to the terms and conditions before submitting payment. These additional fees are not refundable under any circumstances.

### Terms and Conditions

I hereby authorize charges totaling \$103.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

☒ I agree to the terms and conditions.

[Change Information](#)[Cancel](#)[Submit Payment](#)

16. The final screen is your receipt – if you have entered your email in step 14 you will have this emailed to you

as well. Your payment has been made and you can

[Close](#)