University of Victoria | Continuing Studies

Learning that shapes who you are.

Application for Admission
Computer Based Information Systems (CBIS) Certificate Program

PLEASE PRINT CLEARLY

Name
_____
First name   Middle name/initial   Last name

UVic Student Number
_____
(if you have one)

Date of Birth
_____
(Required to produce unique ID)   D D / M M / Y YYY

☐ Canadian Citizen   ☐ Permanent Resident   ☐ Other

Address
_____

_____
City   Postal Code   Country

Phone
_____

Email
_____

Employer
_____

Current Position
_____

Address
_____

_____
City   Postal Code   Country

Phone   Fax
_____

How did you hear about this program?
_____

Would you like to stay informed about new courses, programs, special offers and events? If you don't check this box, you'll still receive communications relating to the administration of your course or program.

☐ **Yes, I would like to receive this information by email.**

SEND YOUR COMPLETED APPLICATION TO:

Mail   Computer Based Information Systems
       Division of Continuing Studies, University of Victoria
       PO Box 1700 STN CSC
       Victoria, BC V8W 2Y2 Canada

Fax   250-721-8774

ADMISSION CRITERIA

High School Graduation ☐ Yes Year: _____ ☐ No

_____
Name of school   City/town

Post Secondary Education

_____
Date   Institution   Degree/other

_____
Date   Institution   Degree/other

Professional Qualifications

_____

_____

_____

_____

⇨ *Please attach a current resume.*

How do you expect to benefit from taking this program?

_____

_____

_____

_____

_____

PAYMENT: This application must be accompanied by the application fee of $60 (cheques should be made payable to University of Victoria)

If you wish to pay by credit card, please call 250-472-4747 or fax this form to 250-721-8774

☐ Cheque   ☐ Money Order   ☐ Visa   ☐ MasterCard   ☐ Amex

_____
CREDIT CARD ACCOUNT NUMBER   EXPIRY DATE

_____
CVD NUMBER (3 digit code on back of card)

_____
SIGNATURE

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ADMISSION CRITERIA

Eligibility for admission includes one of the following:

- university degree (or relevant professional qualifications) and three years work experience; or
- high school graduation and five years work experience; or
- any combination of equivalent education and work experience.

APPLYING FOR ADMISSION

Anyone interested in taking the CBIS Program is required to complete this Application for Admission form. There is an application fee of $60. If your intent is to take an individual course, no application is required.

Once your application has been approved, you will be advised via email.

Mail to: Computer Based Information Systems
Division of Continuing Studies, University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2 Canada

Fax: 250-721-8774

FOR MORE INFORMATION, PLEASE CONTACT US:

Phone: 250-472-5442
Email: uvcscbis@uvic.ca
Web: www.continuingstudies.uvic.ca/cbis

WITHDRAWALS AND REFUNDS

All courses in the CBIS Program have limited enrollment.

Students who wish to withdraw from a course must notify the CBIS Program administration staff prior to the final day of class to ensure that they are removed from the class list and are not awarded a failing grade.

Students who wish to withdraw from a course within six calendar days of the course start date will be eligible for a refund of their course fees, less a $60 administration fee. Withdrawal requests received after this period will not be eligible for a refund.

INSTRUCTORS

Our instructors are chosen to participate in the certificate program based on their educational background and relevant career experience.

Instructors are approved by the program steering committee and evaluated by the students.