



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

FOR OFFICE USE ONLY

Approved _____
SRS Updated _____
Notified _____
Progress SS _____

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) DD / MM / 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.

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

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

The Division of Continuing Studies reserves the right to cancel/reschedule courses or other offerings without notice, and to establish special regulations for admission to non-degree programs or courses. If a course or offering is cancelled/rescheduled, the liability of the Division of Continuing Studies is limited to a refund of the course fee, or, if desired, transfer to another offering. The relevant law for all matters concerning these programs shall be the law of the Province of British Columbia, Canada.

Freedom of Information/Protection of Privacy: The University of Victoria collects personal information on its form pursuant to the *University Act*, RSBC 1996, c.468 and section 26 of the *Freedom of Information and Protection of Privacy Act*. The information you provide is used for the purposes of admission, registration, and other decisions relating to your Continuing Studies program. For details on how the information is used, contact Continuing Studies or read UVic Policy 4400, Access to Student Records at: registrar.uvic.ca/home/documents/access.html



Application for Admission

Computer Based Information Systems (CBIS) Certificate Program

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.