SASKATOON BUSINESS COLLEGE
NIGHT SCHOOL APPLICATION FORM

Last Name _____ First Name _____ Middle Name _____

Address _____ City/Town _____ Postal Code _____

( ) Home Phone _____ ( ) Cell Phone _____ ( ) Work Phone _____

Currently Employed At _____ E-mail Address _____

CLASS YOU ARE SIGNING UP FOR: START DATE: _____

- ☐ Simply Accounting 2007
- ☐ Microsoft Office 2007
- ☐ Keyboarding for Beginners/Refreshers
- ☐ Accounting 411
- ☐ Adobe Photoshop CS2
- ☐ Medical Anatomy and Terminology 912
- ☐ Legal Specialization: _____
- ☐ Legal Procedures 812/Keyboarding 815
- ☐ Medical Computer Applications/Voice Transcription
- ☐ Admin. Asst., Refresher

WHAT IS YOUR CURRENT COMPUTER KNOWLEDGE: Keyboarding Speed: _____ wpm

- ☐ Accounting Programs: _____
- ☐ Basic Computer Concepts
- ☐ MS Windows _____ (Version)
- ☐ Legal: _____
- ☐ MS Word _____ (Version)

HAVE YOU EVER ATTENDED SBC BEFORE? ☐ No ☐ Yes --> _____ (Year Attended) _____ (Maiden Name/Previous Name)

PAYMENT POLICY

- Payment for tuition as well as books/supplies **must accompany this application form**.
- Cheques will be cashed the day after the first class.

REFUND POLICY

- A tuition refund less a $25 Administration Fee will be issued for cancellations requested 24 hours BEFORE the SECOND class.
- No refunds will be provided for books or miscellaneous supplies received by student.
- A class may be cancelled because of insufficient class numbers. The entire tuition fee will be refunded; no Administration Fee will be deducted.

I have read the above Payment Policy and Refund Policy and understand the terms. SBC recognizes and respects the importance of privacy. The information of this form is collected for administrative/statistical purposes determining your elligibility.

Date _____ Signature _____

*** We reserve the right to modify our curriculum, textbooks, financial schedule, rules, and/or regulations. ****

FOR OFFICE USE ONLY

- ☐ Cheque received with application
- ☐ Cheque cashed

Applicant's Chq: # _____

SBC Receipt: # _____

Date: _____

Total: $ _____

Notes: _____

Former SBC Student #: _____