

Registration and Payment Form

Registration and payment deadline: one month before the term starts

(Registration based on space availability thereafter)

Student ID: _____ Student Name: _____

Address: _____ City: _____ Province: _____ Post Code _____

Telephone number : _____ Email: _____

Program registered:

- | | |
|--|--|
| <input type="checkbox"/> Acupuncture Diploma | <input type="checkbox"/> Acupuncture Certificate |
| <input type="checkbox"/> Practitioner of TCM Diploma | <input type="checkbox"/> Herbal Medicine Certificate |
| <input type="checkbox"/> Advanced TCM Diploma | <input type="checkbox"/> Tuina Massage Certificate |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Medicated Diet Certificate |

Term: Fall Term Winter Term Summer Term Year: _____

Course registration (Please refer to course schedule for details and consult the school if you have any questions)

Course Name	Class ID	Course Credit ID	Payment Calculation:
1. _____			Total Tuition Fee: \$ _____
2. _____			Two Payment Fee (add \$20): \$ _____
3. _____			Total Amount: \$ _____
4. _____			Tuition Deposit: \$ _____
5. _____			Total Payment Due: \$ _____
6. _____			1 st payment: \$ _____
7. _____			2 nd payment: \$ _____
8. _____			Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque #: _____ <input type="checkbox"/> E-Transfer _____

Please read the reversed side for payments terms and sign below.

I _____ the undersigned have agreed to abide by all the rules and policies of TSTCM.

Student Signature: _____ Staff Signature: _____ Date: _____

FEE AND PAYMENT

(Fees are subject to change without further notice).

Current Tuition Fee (15 weeks per term, 3 terms per year):

The tuition rate is \$11.50 per hour. Therefore the tuition is \$690.00 for each 60 hour course

Tuition deposit (non-refundable): \$100 for each course registered. It is paid as part of the tuition fee.

Payment Options and late fee charge:

- One full payment on or before the registration deadline of each term.
- Tuition fee can be paid by two payments with each payment of an amount of 50% of the total tuition fee. \$10.00 service charge applies for each payment. A post dated cheque for the second payment must be submitted at the time of registration.
- Payment by certified cheque or money order is made payable to TSTCM.
- Late fee applies for overdue payment (\$20.00/course for the 1st day, \$2.00/course per day thereafter).
- Termination of enrollment may occur if students register late or if outstanding fees are not received within two weeks from the term starts.
- Returned cheque: \$20.00 charge in addition to late fee.

Deadlines:

1st Payment: by 6:00pm on the same day one month prior to the start of the term.

2nd Payment: by 6:00pm on the same day one month after the start of the term.

Registration:

Register by mail: Registration and payment must be received by the Registrar before the deadline. Please do not send cash.

Registration in person: By appointment only.

Cancellation and refund policy

If a student wishes to terminate enrollment or withdrawal from registered courses, he/she must complete the appropriate forms. Refund is calculated according to valid School Policy and Procedures and based on the week of the term when written notice is received. No refund will be issued after the fifth week of the term.