



Click

Try our secure, convenient, easy-to-use online registration service. (See address below.)



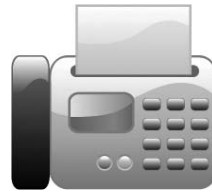
Call

St. John's
737.7979
•
Toll Free
(in prov. only)
1.866.959.8474



Write

E-mail us
(see address below) or post us a letter:
•
Rm. FM 1000
Phelan Road
Memorial U.
St. John's, NL
A1C 5S7



Fax

(709) 737.8486



Visit

We always look forward to meeting you! Our hours are:
June 1 – Aug. 31
Mon. – Fri.,
8:30 a.m. – 4 p.m.
Sept. 1 – May 31
Mon. – Fri.,
8:30 a.m. – 4:30 p.m.

031-135-07-09-7,500

Forms

We will also accept the class registration form – downloadable from our website – or any reasonable facsimile. Please be sure to include your name, phone number(s), home address, e-mail address, name of the course(s) for which you are registering, and a credit card number, purchase order number or a cheque.

Privacy of Information

All registration information received by the Division of Lifelong Learning will be used solely for the administration and management of the Lifelong Learning program. Personal information is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of administration, program planning and human resource management. Questions about this collection and use of personal information may be directed to the assistant director at 709-737-3074.

Refund/Credit Policy

Registrants must notify the Division of Lifelong Learning two business days prior to the class start date to be entitled to a credit note valued at 90 per cent of the class fee. If you notify us fewer than two business days prior to the class start date, you are entitled to a credit note valued at 50 per cent of the class fee. If you notify us after the class has started, you are not entitled to a credit note. In the event a class is cancelled by Lifelong Learning, the Division will make every reasonable effort to notify registrants of that cancellation two days in advance of the commencement date/time of the cancelled class. Where classes are cancelled by the Division, registrants will receive a full refund of their registration fee. Participants who withdraw due to unusual circumstances should submit a request for special consideration, with supporting documentation, to the Division.

www.mun.ca/lifelonglearning • lifelong.learning@mun.ca