Burnhamthorpe Collegiate Adult Learning Centre

**500 The East Mall**, **Etobicoke**

**Student Services Department**

**416-394-7145**

www.burnhamthorpe.org

**REGISTRATION & ASSESSMENT DATES 2017-2018**

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| **Time: 8:30 am to 1:00 pm** | |
| **Session 1: September 7 – November 10** | **Session 2: Nov 15 – Feb 1** |
| **Registration for ALL students:**  August 28, 29, 30, 31 September 5, 6, 7, 8  **Registration for students with Ontario transcripts dated September 1, 2012 to present**  September 11\*\*, 12\*\*, 13\*\*  **Assessments:**  August 28, 29, 30, 31 September 5, 6, 7, 8 | **Registration for ALL students:**  October 17, 19, 25, 30 November 1  **Registration for students with Ontario transcripts dated September 1, 2012 to present**  November 15**\*\***  **Assessments:**  October 18, 24, 26, 31November 2 |
| **Session 3: February 5 – April 19** | **Session 4: April 24 – June 26** |
| **Registration for ALL students:**    January 15, 16, 17, 18 & January 22, 23, 24, 25  **Assessments: will take place on the same day as registration at various times throughout the day if available** | **TBD** |

**\*\* No other transcripts will be processed for registration. No exceptions allowed.**

**WHAT TO BRING:**

* DEBIT or VISA or MASTERCARD – NON-REFUNDABLE $30 Student Activity Fee (**NO CASH)**
* Proof of Status in Canada:
  + Canadian citizens: birth certificate, passports, or citizenship card
  + Newcomers: proof of permanent residence or study permit
* Photo Identification
* Proof of Address – utility or bill indicating current address
* Transcript and education documents (if available)
* Emergency contact name and phone number
* If you are a former Ontario High School Student and had an IEP, please inform the Program Team Leader of the Guidance Department and provide a copy of the most recent IEP.

Please note: If you are a refugee claimant, you will require a valid study permit to register in our school. If you need to apply for a study permit, see Eleonora Ferrari in Student Services.

**WHAT TO EXPECT**

* The registration desk in the cafeteria begins at 8:30 am and closes at 1:00 pm.
* The process can take up to and/or exceed two hours. Please arrange for babysitting.
* If your Ontario Transcripts are older than five years, you will be assessed in mathematics, science, and English or English as a Second Language.
* If you have had previous education from another country and/or are a newcomer, you will be assessed in English or English as a Second Language and possibly mathematics, science.
* At registration, you will choose your courses, but NOT receive a timetable. Timetables are distributed on the first day of the session in the gymnasium.
* If you do not pick up your timetable within the first three days of school, you may be demitted from the courses.
* Courses CAN be cancelled due to low enrollment or other factors.
* We do NOT issue confirmation of registration for daycare or subsidy purposes. Letters of attendance can be requested from the Student Services Secretary after you have attended at least 20 consecutive days of school.
* A $100.00 refundable book deposit will be collected once classes begin.