



## Education Institute – Summer 2019

### Admission/Registration Instructions

*We're pleased that you've decided to apply for this St. Thomas University course(s). Following are instructions to help you through the application/registration process.*

1. **Admission:** Please submit an application for admission at [stu.ca/applynow](http://stu.ca/applynow). Click *Sign Up* and follow the instructions to sign-in to the online application portal. Once you are signed in, click *Start a New Application*, followed by *Start Application* under the Undergraduate Degree Programs section. You will be applying as a *part-time, Non-degree* applicant for the *Summer Session (July-Aug)* 2019 term. The application fee (\$40.00) can be paid online at the end of the application. If you have completed an Education Institute course at STU within the past five years, you qualify to have your application fee waived. Please email the Admissions Office ([admissions@stu.ca](mailto:admissions@stu.ca)) once you reach the payment section on the application; your attendance at STU will be verified and the application fee will be waived. In addition to your online application, you must also submit the [Supplementary Information Form](#) to the Admissions Office. This form is available at [STU.ca/edsummer](http://STU.ca/edsummer)

**To ensure the course you wish to take will be available, we encourage you to register as soon as possible.**

2. **Registration:** Once your application, supplementary form, and application fee (if required) have been received, and we have determined that you are eligible for the course(s) for which you have applied, the Registrar's Office will register you in the course. You will be notified in writing of your acceptance as a Non-degree student and your registration in the course(s).

**Please note that these courses have limited enrolments, and acceptance/registration will take place on a first-come, first-served basis.**

3. **Tuition payment:** Once you have been registered in the course, your tuition payment will be due. The fee for each 3-credit hour course is \$711 and must be paid by the end of the day of the opening class. Payment may be made by cheque or money order (made payable to *St. Thomas University*).

**If you have any questions regarding the courses, admission, registration, etc., please contact the Education Institute Coordinator, Ray Williams ([RayWilliams@stu.ca](mailto:RayWilliams@stu.ca)).**