



# St. Thomas University

## Education Institute – Summer 2018

### 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 contact the School of Education (506-452-0644) for an application form or apply online at [ConnectSTU.ca](http://ConnectSTU.ca). Applicants must also submit the supplementary information form (attached or found on the *stu.ca* website's homepage at the "Education Institute" link) to the Admissions Office. You are applying as a part-time, Non-degree applicant. Also, please note that if you have not previously enrolled in an Education Institute course within the past five years, you must pay a \$40 application fee.

If you are applying online, you can pay by credit card. Or, you can send a cheque, made payable to "*St. Thomas University*," to the Admissions Office (see address below). If you have completed a STU course within the past five years, contact the Admissions Office before completing the check-out page on [ConnectSTU](http://ConnectSTU.ca); your attendance at STU will be verified and the application fee will be waived.

**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 \$669 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 Dr. Grant Williams, 506-452-7701 or [grantw@stu.ca](mailto:grantw@stu.ca)**