

4825 Mount Royal Gate SW, Calgary AB T3E 6K6
T: 403.440.6872 E: tvpm@mtroyal.ca
W: mtroyal.ca/tvp/parttime

When to submit an Assessment Form or a Registration Form

- Assessment forms and appointments are accepted and scheduled on an ongoing basis.
- Registration forms are first accepted on the dates below until classes are full.

For Winter Courses: Monday, November 14, 2016

Steps required to Register in Part-time TVP courses

New Students

- Complete a 'Transitional Vocational Program Part-time Assessment Interview Form
- Attach the \$25.00 Assessment fee
- Mail or drop off application:

Mount Royal University
Transitional Vocational Program, M200
4825 Mount Royal Gate SW
Calgary, AB T3E 6K6

A representative from the Transitional Vocational Program will inform you if you are eligible to register in part-time courses.

Returning Students

To register in Part-time TVP courses complete a TVP Part-time Registration form and submit with payment.

*Fees – PLEASE NOTE NEW PROCEDURES FOR CREDIT CARD PAYMENTS

You may pay by cash, VISA, MasterCard, cheque or money order made payable to Mount Royal University.

Do You Need Help to Pay Your Course Fees?

To inquire about financial help, please contact the Transitional Vocational Program at 403.440.6872 or tvpm@mtroyal.ca.

Withdrawal Policy

To be eligible for a refund, **written withdrawal** from a course/seminar must be received **no later than 4 working days before the course start date** (excluding Saturdays, Sundays and Statutory Holidays). Written withdrawal received less than 4 days is not eligible for a refund. Withdrawals may be submitted by **E-mail:** tvpm@mtroyal.ca **Fax:** 403.440.6799 **Mail or in person:** Mount Royal University, Transitional Vocational Program, M200, 4825 Mount Royal Gate SW, Calgary AB T3E 6K6. Quote: student ID number, CRN (Course Reference Number), course name, start/end dates, full legal name, date of birth, address, phone number. All withdrawal refunds are subject to an administration fee of 10% of the course/seminar tuition (max. \$50 per course.)

For More Information

Telephone: 403.440.6872
Website: mtroyal.ca/tvp

E-mail: tvpm@mtroyal.ca



NOTE: We can no longer accept registration forms via email or TVP fax. Registration forms received by email or TVP fax will be destroyed and you will receive the following message:

Method of Payment

Mount Royal University values the security of your personal information. In accordance with the Payment Card Industry standards, MRU is no longer processing credit card data received by phone in TVP, our email system or department fax. Please submit your completed forms via any one of the following methods:

Mail: Mount Royal University - TVP, Room M200
4825 Mount Royal Gate SW, Calgary AB T3E 6K6

In Person: TVP Office, Room M200
4825 Mount Royal Gate SW, Calgary AB T3E 6K6

Fax: 403.440.6743 - Continuing Education Registration Services

**TRANSITIONAL VOCATIONAL PROGRAM
Winter 2017**

ADULT BASIC EDUCATION

Functional Literacy & Math Combo II, EVENING

CRN 30496

Jan. 5 – April 6, 2017
28 hours: Thurs. 7 – 9 p.m.
*\$237.50 (includes GST)

Computer Creations

CRN 30497

Jan. 4 – April 5, 2017
28 hours: Wed., 7 – 9 p.m.
*\$237.50 (includes GST)

COMPUTER INFORMATION & TECHNOLOGY

Computers, Tablets, Smart Phones

CRN 30001

Jan. 10 – Mar. 16, 2017
40 hours: Tue. & Thu., 9-11 a.m.
*\$450 (includes GST)

Computers, Tablets, Smart Phones

CRN 30185

Jan. 10 – Mar. 16, 2017
40 hours: Tue. & Thu., 12 noon – 2 p.m.
*\$450 (includes GST)

Computers, Tablets, Smart Phones

CRN 30696

Jan. 11 – Mar. 17, 2017
40 hours: Wed. & Fri. 9-11 a.m.
*\$450 (includes GST)

LEISURE & LIFESTYLE

LIFE SKILLS

CRN 31020

Jan. 4 – April 5, 2017
28 hours: Wed., 7 – 9 p.m.
*\$315



DIGITAL PHOTOGRAPHY

CRN 30863

Jan. 9 – April 24, 2017
28 hours: Mon., 7 – 9 p.m.
*\$315 (includes GST)

FIRST AID TO SUIT YOU

CRN 30781

Jan. 10 – April 18, 2017
30 hours: Tue., 7 – 9 p.m.
*\$330.00 (includes GST)

LEARNER'S LICENCE TEST PREP

CRN 30816

Jan. 10 – April 11, 2017
28 hours: Tues., 7-9 p.m.
*\$0

FINANCIAL LITERACY

CRN 31021

Jan. 4 – April 5, 2017
28 hours: Wed., 7 – 9 p.m.
*\$30 (includes GST)



Tuition generously paid by
the Wood Automotive Group



EATING RIGHT, LIVING RIGHT

CRN 30780

Jan. 12 – April 13, 2017
40 hours: Thu., 1 – 4 p.m.
*\$0

Tuition generously paid by



Tuition generously paid by the
Wood Automotive Group

***NOTE:** Fees do not include course materials and are subject to change.

Go to mtroyal.ca/tvp/parttime for more information on each course.