

This form may be used to request permission to enroll in individual courses. A separate form must be used for each course request. It is strongly recommended that requests be submitted a minimum of 90 days prior to the course start date.

Once all required sections are complete, this form should be submitted to Admissions to initiate the approval process. Failure to complete all required sections may result in processing delays.

The program area responsible for course delivery may request additional information which may include any or all documentation or information that might otherwise be required for admission to a program. If permission is granted, students will receive a confirmation e-mail upon registration and an invoice from Student Accounts.

If you have any questions about individual courses or the use of this form, please contact an Enrolment Advisor at 1.877.778.6227 or [learn.more@royalroads.ca](mailto:learn.more@royalroads.ca).

### PERSONAL INFORMATION

RRU Student ID (if applicable)

---

Personal Education Number (PEN) (if known)

---

Legal/First Name

---

Middle Name(s)

---

Family/Surname

---

Former Family/Surname (if applicable)

---

Preferred First Name (optional)

---

Gender

Male  Female  Other

---

Date of Birth (mm/dd/yyyy)

---

Primary Language English  Other

(if not English, students will be required to submit evidence of English competence)

---

Country of Birth

---

Country of Citizenship

---

Immigration Status  
(if not Canadian Citizen)

- Permanent Resident  
 Student Visa  
 Other (specify) \_\_\_\_\_  
 Entry Date to Canada \_\_\_\_\_
- 

### COURSE INFORMATION

Course Code

---

Course Name

---

Start Date

---

### CONTACT INFORMATION

Address

---

City

Prov

Country

---

Postal Code

Home Ph

---

Cell Ph (optional)

Work Ph (optional)

---

Email

---

### OTHER INFORMATION (optional)

Do you identify yourself as an Aboriginal person, that is, First Nations, Metis or Inuit?:  
 Yes  No

---

If you identify yourself as an Aboriginal person, are you:

Metis  Inuit  First Nations

---

If you have a permanent disability, please review Royal Roads University's Accessibility Services <https://student.myrru.royalroads.ca/student-services/accessibility-services>

### EDUCATION HISTORY

All for-credit post-secondary courses and/or programs previously attended or completed must be declared.

INSTITUTION NAME <i>(include country if not Canada)</i>	PROGRAM NAME	COMPLETED <i>(yes/no)</i>

### EMPLOYMENT HISTORY

Provide an overview of your most recent employment history.

EMPLOYER	POSITION	DURATION

### REGISTRATION DECLARATION

I hereby declare that the information I have submitted in this registration form is true and correct to the best of my knowledge.

I understand that completion of this signed registration form permits Royal Roads University to request and/or confirm any information necessary to support my registration. The submission of false statements and documents will result in the immediate and permanent cancellation of registration to Royal Roads University and that information on falsifications will be shared with the Association of Registrars of Universities and Colleges of Canada.

I understand that successful completion in courses as a General Studies student does not guarantee acceptance into certificate, diploma, or degree programs at the University.

I understand Royal Roads University collects, uses and discloses personal information for the purposes of admission, registration and other activities related to management of a British Columbia public post-secondary institution pursuant to the University Act (RSBC 1996), the Royal Roads University Act (RSBC 1996) and the Freedom of Information and Protection of Privacy Act (RSBC 1996). I have read and understand details of the use of this information ([www.royalroads.ca/about/personal-information-applicants-and-students](http://www.royalroads.ca/about/personal-information-applicants-and-students)).

### TUITION AND FEES

Course fees will be determined upon approval and invoiced 30 days prior to the course start date. At the time of registration, students will be invoiced a non-refundable registration fee along with course fees. Students will not be permitted to participate in any course(s) until all fees have been received and processed.

**Refund Policy:** For information on the refund policy please see <https://student.myrru.royalroads.ca/policies/refund-policy>

### INTERNAL USE ONLY

REQUEST APPROVED <input type="checkbox"/>	REQUEST DENIED <input type="checkbox"/>
Name	
Position	
Signature	

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE