



Credit-Free Programs

- Extension Certificate (Part-Time)
- Certificate (Full-Time)
- Diploma (Full-Time)

4825 Mount Royal Gate SW, Calgary AB T3E 6K6
 T: 403.440.3833 F: 403.440.6743
 E: ceregservices@mtroyal.ca
 W: www.mtroyal.ca/conted/register

Student ID number

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Personal Information

Last Name		First Name		Middle Name	
Legal Name This is the name which will be inscribed on your parchment. If this is not the name under which you registered at Mount Royal University, you must provide evidence of your legal name (e.g., a copy of your birth certificate, marriage certificate or legal name change)					
Address				Date of Birth (dd/mm/yy)	
City		Province		Postal Code	
Home Telephone ()		Business Telephone ()		Cell ()	
Fax ()		E-mail Address			

Certificate/Attendance Information

Was your original certificate: <input type="checkbox"/> Damaged? <input type="checkbox"/> Lost? <input type="checkbox"/> Other? _____ Please specify		
<input type="checkbox"/> I will pick-up the certificate <input type="checkbox"/> Mail certificate to:		
Program Name		Original Graduation Date
Address		
City		Province
		Postal Code
Student Signature		Date

Payment Information

\$50 Replacement Fee. Make cheque payable to Mount Royal University Continuing Education	
<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Cash (PLEASE DO NOT SEND CASH THROUGH THE MAIL)	
Credit Card #	Expiry Date
Cardholder Name	Signature

Office Use Only

CE Registration DC: PARC/\$50.00	Entered by: _____	Date _____
CE Faculty Damaged certificate returned: _____	Replacement certificate issued: _____	
Day Month Year	Day Month Year	

Freedom of Information and Protection of Privacy The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request. The complete statement and further contact information is available at conted.mtroyal.ca/cefoip.