



CONTINUOUS LEARNING APPLICATION

PERSONAL INFORMATION

(Your full legal name is required and will appear on your certificate / diploma / transcript as indicated below)

LEGAL NAME: _____
Last / Family Name *First / Given Name* *Middle Name*

PREFERRED NAME: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____
Apt # *Street Address* *City*

Province *Country* *Postal Code*

Home # *Cell #* *Work #*

DATE OF BIRTH: _____ **GENDER** Male Female Other
Year *Month* *Day*

FIRST LANGUAGE English French Other: _____

ANCESTRY

- | | | |
|---|--|---|
| <input type="checkbox"/> Not Aboriginal | <input type="checkbox"/> Dakota | <input type="checkbox"/> Michif-Ojibway |
| <input type="checkbox"/> Aboriginal (Uncertain of Ancestry) | <input type="checkbox"/> Oji-Cree | <input type="checkbox"/> Inuktituq |
| <input type="checkbox"/> Anishinaabe | <input type="checkbox"/> Michif | <input type="checkbox"/> Aboriginal (Other) |
| <input type="checkbox"/> Ininiw (Cree) | <input type="checkbox"/> Michif-Cree | <input type="checkbox"/> First Nations |
| <input type="checkbox"/> Dene (Sayisi) | <input type="checkbox"/> Michif-French | <input type="checkbox"/> Metis |

CITIZENSHIP

Canadian Citizen Province of Birth (if born in Canada) _____

Please provide documentation for any of the following that apply to you:

- 1. Permanent Resident (Landed Immigrant)
- 2. Student Visa (Purpose of Education Only)
- 3. Other Visa (Diplomatic, Work Trade, Other Missions)
- 4. International Student Immigration (Status Undetermined)

Country of Citizenship: _____

Immigration Date to Canada: _____ / _____ / _____ **Country of Birth:** _____
Year *Month* *Day*



RELEASE OF INFORMATION (IF APPLICABLE)

I hereby authorize Manitoba institute of Trades and Technology to release any of the following items: admission status, transcripts, progress, attendance records, or financial records to:

Agency: _____ Relative/Friend/Other (name): _____

Contact Name: _____ Phone #: _____

Phone #: _____ Email: _____

Agent Email: _____ Applicant Signature: _____

PAYMENT

Cheque Cash/Debit Company Invoice Band Invoice Visa American Express MasterCard

Credit Card # / PO Information: _____

Card Number: _____ Expiry Date: _____ / _____ Security Code: _____
(3 digits on back of card)

Name on Card: _____ Signature: _____

INVOICE INFORMATION:

Company or Band Name: _____

Address: _____
Street Address City Province Postal Code

Contact Name: _____

Phone Number: _____ E-mail Address: _____

CANCELLATION, WITHDRAWAL & REFUND POLICY

- Tuition fees may be subject to change.
- All programs are subject to cancellation due to insufficient enrolment. Students are eligible for a full refund of tuition due to cancellation of programs.
- Student Withdrawal Form submitted prior to 10 working days of the first day of class, receive a full refund.
- Student Withdrawal Form submitted up to 25% of the term, receive a refund of 75% of the tuition.
- Student Withdrawal Form submitted after 25% of the term, no refund issued.



USE OF PERSONAL INFORMATION

The freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Manitoba Institute of Trades and Technology: The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to the Manitoba Institute of Trades and Technology. Should any of the Institute’s policy conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the College: The Institute collects personal information in the course of admission, registration and related activities. In accordance with the Manitoba Legislation, Freedom of Information and Protection of Privacy Act (FIPPA) and Personal health Information Act (PHIA), Manitoba Institute of Trades and Technology respects the personal information in its possession, regarding staff, applicants and students and treats it in a confidential manner. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, or the Manitoba Institute of Trades and Technology Alumni Association. Information regarding graduation and awards may be made public. Application data may also be used to conduct research into institute enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. For further information on MITT’s Privacy Guidelines, please refer to our website at www.mitt.ca.

Notice of Disclosure of Personal Information to Statistics Canada: Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. Statistics Canada asks all colleges and universities to provide data on students and graduates, Institutions collect and provide to Statistics Canada student identification information (student’s name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada’s web site: www.statscan.ca or by writing to the Post-secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney’s Pasture, Ottawa, Canada, K1A 0T6

Applicant’s Signature

Date

WHAT INFLUENCED YOU TO APPLY TO MITT?

- | | | |
|--|---|---|
| <input type="checkbox"/> TV | <input type="checkbox"/> School Counsellor/Other Counsellor | <input type="checkbox"/> Career Symposium |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Attended Hands/Eyes on Techno | <input type="checkbox"/> TechFiles Newsletter |
| <input type="checkbox"/> Website | <input type="checkbox"/> Parent/Guardian | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Friend | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Google Search | <input type="checkbox"/> Referred by: _____ | <input type="checkbox"/> Other: _____ |