



## ELPIS COLLEGE CREDIT COURSE INFORMATION

### How to Register

Registrants should drop off completed forms in person at the appropriate Elpis College location prior to the start of programs. The following items must be included with this completed registration form:

- An official Ontario Secondary School Transcript or most recent report card showing successful completion of all prerequisites for the credit courses in which the student is registered. If the last school attended is not within Ontario, the student must provide documents that prove prerequisite knowledge/skills have been obtained through coursework or work experience.
- Official documentation stating the student's legal ability to study/live in Canada (e.g., Canadian Citizenship, Landed Immigrant Status, Study/Work Permit).

### Class Formation

All classes are conditional on minimum enrollment numbers and teacher availability. All classes are subject to transfers or cancellations. Applicants are registered on a first-come, first-served basis. We will call ONLY if the course has been cancelled or if the class days/times have been changed.

### Ontario Education Numbers (OENs)

Students must enter their OENs to ensure that grades and credits are recorded on their Ontario Student Transcript and Record.

### Medical Concerns

It is highly recommended that students attending Elpis College advise the administration and their classroom teachers of any major health conditions or concerns. Emergency contact numbers must be provided to administration prior to the start of classes.

### Attendance Policy

Regular attendance is mandatory for success in credit courses: students are expected to be punctual and present every day. All absences and tardies are recorded. Excessive missed hours may result in the student not earning their credits.

### Homework Policy

Elpis College courses cover the requirements of a regular credit course, some of which during a compressed period (e.g., summer school). Students must be prepared to allocate sufficient time to work at home every day and to complete all assignments successfully and on time.

### Examination Policy

To qualify for a credit, a student must write the final examinations of his/her courses during the time scheduled by Elpis College.

### Report Cards

Students must attend the last day of classes to receive their final grades and to review their examination papers. The official report cards will be sent directly to students' home schools.

**Student and Parent Responsibilities:** Our signatures on the reverse of this form indicate that we understand and accept all of the terms and requirements for attending Elpis College, specifically the following:

- Students will be registered once the following are submitted: this form, a signed fee policy, required documentation, all outstanding fees.
- Students and parents will behave appropriately, respecting all faculty, staff, parents, students, and properties of Elpis College.
- Students will be withdrawn for non-participation or any behaviour that is morally and physically injurious to the tone of the school.
- Failure to officially withdraw from the course before the drop date will result in the course being recorded on the student's OSR.
- Personal information will be used only as necessary; it will not be released without permission unless deemed imperative by the school.
- To promote the school and to celebrate student successes, Elpis College will sometimes use a student's name and/or likeness in school documents and on social media. To give us your express consent, please initial here: \_\_\_\_\_.

### Emergency Contact Information

In case of emergency, Elpis College is authorized to contact the person indicated below:

**Name of Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

[www.ELPISCOLLEGE.CA](http://www.ELPISCOLLEGE.CA)

Head Office: 905 607 7773 • [info@elpiscollege.ca](mailto:info@elpiscollege.ca)