



P.O. Box 200, Station Q
Toronto, ON M4T 2T1
FAX: 416.484.2754

Course Request Form C

To use this form, you:

- must live in Ontario
- must be 18 years of age or over
- cannot be currently registered in a secondary school

IMPORTANT: Applicants 18 – 20 years of age must submit:

- A Date of Leaving Letter from their last school
- An official original Ontario Student Transcript

Have you ever enrolled in an ILC course?	Yes No	If yes, what was your student number?	Ontario Education Number (if assigned)
Please indicate your status*:	Canadian citizen other, specify : _____	landed immigrant/permanent resident * Applicants should be prepared to show proof of status.	diplomatic visa Preferred language for communication English or French
Date of birth	Female Male	Your legal first name(s)	
year month day			
Your legal last name	Was this your last name at birth?	Yes No	If no, what was your last name at birth?
What is your full mailing address?		Apartment/unit number	
City	Province Ontario	Postal code	
Your home telephone number and area code ()	Your business or mobile telephone number, area code, and extension ()		
Your email address			

Choosing a Course

IMPORTANT: If you are aged 18 – 20, you must complete this section.

I have enclosed:

- a Date of Leaving Letter from my last high school
- my most recent official original Ontario Student Transcript

If you do not include these documents, your application will be returned. Please see facing page for instructions.

What course would you like to take?

Course code: _____ - _____

What is the last grade you completed?	What year did you last attend high school? _____	How many secondary school credits do you have?	Do you have your Ontario high school diploma? Yes No	If no, please indicate if you have a diploma earned in: Canada Another country: _____ (please specify)
If yes , you already have your diploma, please tell us why you are enrolling in this course:		If no , you do not have your diploma, please tell us why you are enrolling in this course:		If you plan to get your Ontario Secondary School Diploma, who do you want to issue your diploma? the Independent Learning Centre your last secondary school
<ul style="list-style-type: none"> <input type="checkbox"/> To get a better job in another field <input type="checkbox"/> I'm just taking it for interest <input type="checkbox"/> To qualify for a promotion at work <input type="checkbox"/> To enter a post-secondary program <input type="checkbox"/> To apply for an apprenticeship 		<ul style="list-style-type: none"> <input type="checkbox"/> To earn my diploma <input type="checkbox"/> To get a better job in another field <input type="checkbox"/> I'm just taking it for interest <input type="checkbox"/> To qualify for a promotion at work <input type="checkbox"/> To enter a post-secondary program <input type="checkbox"/> To apply for an apprenticeship 		

Eligibility to Enrol in Courses Taught in French

To be eligible to enrol in courses intended for French-language students, you must answer yes to at least one of the following questions:

- Is French the first language learned and still understood by one of your parents?
- Has one of your parents received his or her primary school education in French in Canada?
- Have you received, or are you receiving, instruction in French in a French-language school or unit in Canada?
- Do you have a brother or sister who received, or is receiving, instruction in French in a French-language school or unit in Canada?

Method of Payment

The non-refundable administration fee for each course is \$40.00.

- Do not enclose cash, ILC will not be responsible if the money is lost.
- If your cheque cannot be processed due to insufficient funds, you will be charged an additional \$35.00.

Fee to be paid by VISA MasterCard cheque money order cash (only in person during office hours)

IMPORTANT: Make your cheque or money order payable to TVOntario. Post-dated cheques will not be accepted.

Card number (print clearly)

Expiry date:

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Name of cardholder: _____ Signature of cardholder: **X** _____

Collection of Personal Information and Consent to Access and/or Release

In signing below, I understand that TVOntario/Independent Learning Centre (ILC) collects the personal information on this form pursuant to the Education Act, the Ontario Educational Communications Authority Act, and their respective regulations. I understand that the information collected will be used to establish and maintain an ILC Student Record for the purposes of providing educational services to me, including processing this Course Request Form and payment, evaluating the educational requirements of my secondary school diploma, and supervising my correspondence courses. This information may also be used for statistical purposes.

I will allow the ILC to exchange educational information about me with other educational institutions.

You may choose to allow the ILC to release your educational information to your immediate family (spouse, parent/guardian, grandparent, sibling, or child). Please indicate your choice below.

- a) I give the ILC permission to release my educational information to my immediate family (spouse, parent/guardian, grandparent, sibling, or child):
YES NO

You may also select another trusted person to receive your educational information on your behalf. This may be a friend, teacher, counsellor, etc. Please indicate your choice below.

- b) I give the ILC permission to release my educational information to another person:

YES, you may also release my educational information to : _____ (name)

NO, you may not release my education information to anyone else.

X _____ Date _____
Signature of student

IMPORTANT: PLEASE RESPOND TO THE FOLLOWING QUESTIONS OR YOUR APPLICATION WILL BE RETURNED.

- How did you learn about ILC and its courses? internet admissions officer social service/community worker
 advertisement counsellor (employment or guidance) friend or family member
 I'm a former ILC student

Do you have access to a computer? Yes No

Do you have an internet connection? Yes No

If yes, would you use the Internet to access our free online study aids for your course? Yes No

Your Signature for Application

To the best of my knowledge, the information I have given on this form is complete and correct. When I have completed or withdrawn from my course(s), I agree to return to ILC's warehouse any textbooks or supplementary materials provided on loan by the ILC.

NOTE: Students under 18 years of age enrolling under Special Circumstances must have a parent or guardian sign where indicated by an X.

X _____ Date _____
Signature of student

What to Do With Your Completed Course Request

Enclose any required documentation and submit it with this form to the ILC.

MAIL:
Independent Learning Centre
P.O. Box 200, Station Q
Toronto, ON M4T 2T1

FAX:
416.484.2754
(Only if you are paying by credit card)

IN PERSON:
2180 Yonge Street, Ground Floor
Toronto, ON
8:30 a.m.–5:00 p.m., Monday–Friday
(Please note that your course request cannot be processed while you wait. Your course materials will be mailed to you.)

Please ensure that you complete all sections of this form and sign where indicated with an X. Remember to include your course fee. Incomplete forms cannot be processed and will be returned.