



Trinity Western University

Registration and Payment Guide

FALL 2012

For Undergraduate,
School of Graduate Studies
& ACTS Seminaries



FALL 2012 REGISTRATION AND PAYMENT GUIDE

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Important Fall Semester Dates

March

7-23 Pre-registration for Fall 2012
16-23 Advising for Fall 2012

August

3 Payment deadline for Fall 2012

September

3 New student orientation
4 Returning students return
5 First day of classes
18 Deadline for add/drop period

October

8 Thanksgiving (no classes)
15 Payment deadline for Fall 2012
16 Last day for late course withdrawal
22-26 ACTS Reading Week and Modular Courses

November

7-20 Pre-registration for Spring 2013
12-13 Remembrance Day / Fall UG Reading Break
14-20 Advising period for Spring 2013

December

5 Last day of classes
6 ACTS make up day
7 Payment deadline for Spring 2013
6-17 UG & SGS Final Exam Week
10-14 ACTS Final Exam Week

Jan 8, 2013 Spring Semester begins

Undergraduate Final Exam Schedule

Date/Time	9:00	2:00	6:00
Thur Dec 6			ENGL 103/104
Fri Dec 7	MWF 11:40 AM	MWF 1:10 PM	Fri Afternoon Classes & Multiple Sections
Sat Dec 8	Multiple Sections	TR 2:35PM	Multiple Sections
Sun Dec 9	NO EXAMS		
Mon Dec 10	MWF 9:00 AM	MWF 2:35 PM	Monday Evening Classes
Tue Dec 11	TR 8:00 AM	TR 11:40AM	Tuesday Evening Classes
Wed Dec 12	MWF 10:00 AM	Multiple Sections	Wednesday Evening Classes
Thur Dec 13	TR 9:25 AM	TR 1:10 PM	Thursday Evening Classes
Fri Dec 14	MWF 8:00 AM	MWF 4:00 PM	Multiple Sections
Sat Dec 15	TR 4:00 PM	Multiple Sections	Multiple Sections



Note: Once the *Official Final Exam Schedule* has been published, students with an exam conflict or a qualifying overload (i.e. three exams in 24 hours) may see the *Office of the Registrar* to resolve the conflict.

REGISTRATION INFORMATION (www.twu.ca/registrar)

Course listings and timetable information are available at www.twu.ca/registrar → [Timetable](#). Program details are available at www.twu.ca/academics. Your Admissions Counselor or Academic Advisor is your best source of assistance for course and program selection. Returning students must clear all holds and/or fines on their accounts in order to register. ACTS syllabi can be downloaded from www.acts.twu.ca. Graduate and Undergraduate syllabi are available from each instructor.

How to Register

Registration is available on the [Student Portal](#) beginning March 7, 2012 and ending September 18, 2012. If you are unable to access the online registration system for a specific semester, contact registrar@twu.ca.

Tuition payment deadline is August 3, 2012 or at time of registration if after that date, in order to secure “current” status in your chosen courses. See Fall Registration Invoice instructions on Payment Schedule page.

Academic Advising

Students are encouraged to seek advice on course selection from their Academic Advisor. Undergraduate Students should email advisingoffice@twu.ca, Graduate Students should contact their Program Director and ACTS Students should contact actsadvice@twu.ca. Undergraduate students must have their advisor’s approval logged in order to see their Registration Invoice.

Class Fees

Certain courses are assessed class fees over and above the tuition fees. Online Registration process displays these class fees if applicable, at time of registration. Class fees are not refundable after Add/Drop period ends.

Continuation Status (for Graduate Students)

Continuation Status (for Thesis and/or Applied Project) registration and payment is due at the beginning of each semester. When the student is not registered for any course (including internship); and/or the student has not completed the thesis/project requirements in the allotted time-frame, they must register for Thesis Continuation. With the exception of parental leave and other certified medical leave, students must maintain active registration until all program requirements are completed for graduation, including all post-thesis/applied project responsibilities.

Private Music Lessons

Private music lessons are charged separately from tuition costs. See Tuition Rates for Music Lessons at: www.twu.ca/registrar >> [Financial Information](#) >> [Additional Fees](#) for further details.

Re-enrolment to Trinity Western University

Any UG student who has missed the previous Fall or Spring semester at TWU will need to re-enroll using the Re-enrolment Form available at: www.twu.ca/registrar >> [Forms](#). Once re-admitted, online registration will be active for the upcoming Fall or Spring semester. Summer Registration is open to everyone.

Waitlisted Courses

A “W” indicated in the status column of the Student Schedule indicates that the class is currently full and the student has been added to the waitlist. You may wish to speak to your instructor about the possibility of a seat in the class. A “W*” indicates that the registration payment has not yet been received. Once payment has been received, the status will be automatically moved to “C” (current) if a space is (or becomes) available. Students are therefore responsible to check their class schedule frequently. Waitlisted classes are not accessible in MyCourses. Any waitlisted classes at the time of the Add/drop Deadline will be deleted from your registration.

Attendance during the First Week

All students are required to attend classes during the first week of the semester in order for instructors to allocate space to waitlisted students. Failure to attend the first and second class without notifying the instructor in writing may result in your class being dropped. Students are encouraged to seek advice on course selection from their Academic Advisor (see above). If you have a change of plans and have decided not to attend classes this semester, please contact registrar@twu.ca.

Change of Registration

Students may add and drop courses online until September 18, 2012 at 4 pm. Withdrawals made (at the *Office of the Registrar*) after September 18 are classified as late course withdrawals. You will receive a prorated tuition refund according to the Change of Registration Schedule on page 10. Under extenuating circumstances, permission for a late course addition may be obtained from the University Registrar and requires the professor's signature.

Course Duration

All courses are generally 12-15 weeks in duration, including modular classes. Students must pay close attention to course schedules and assignment deadlines prescribed in the syllabi. Undergraduate and Graduate syllabi are available by emailing course instructors. ACTS course syllabi are hyperlinked on the ACTS webpage as they become available (www.acts.twu.ca → [Course Schedules](#)).

Leave of Absence (Graduate Students)

When a Graduate Student requires a leave of absence for parental leave and other certified medical leave, the student must obtain the Program Director's signature on a registration form and submit it to the *Office of the Registrar* within the first 2 weeks of a semester. For a medical leave, a letter from your doctor is required. Students must register their Leave of Absence with the *Office of the Registrar*.

New Student Orientation (O-Week or O-Day)

All new students should plan to attend any and all orientation(s) arranged by their Program or Department to receive information that will assist them in achieving academic success while studying at TWU. Orientation for new Undergraduate Students is September 3. For new ACTS Students orientation is September 4. Graduate Students should contact their Program office for orientation details.

Online Express Check-In

All students in all divisions must confirm their attendance at the beginning of each fall semester by completing the Online Express Check-In procedure on the [Student Portal](#) and also update their address and personal profile information. Parking passes are ordered through the Check In process for the Academic year. Express Check-In is open from approximately August 16 to September 18.

Parking (www.twu.ca/parking)

Each car on campus must have a parking permit. Weekly and Academic Year (September to April) permits are available at the *Office of the Registrar*. Daily and Weekly permits can be purchased at several parking ticket dispensers around campus.

Student ID Card and Number

After making the required payments, each newly admitted student must obtain a photo Student ID card available from the Campus Services Dept. ID cards are only issued once for the whole duration of your program of study. Each year returning students must validate their student cards at the *Office of the Registrar* upon arrival on campus, in order to gain access to the Library and Cafeteria.

Directed Study Course Registration

Directed Study courses cannot be registered online. The application procedure is as follows: Students enrolled in a program may apply for a Directed Study course when timetable offerings do not include required elements of a program or in situations where a more focused study is desired within a program. Students must provide a compelling reason for requesting a Directed Study course and attach it to their application form. The application procedure is as follows:

- Consult with the instructor about your plans and obtain his/her verbal agreement with your request
- Pick up an Application for Directed Study form from the *Office of the Registrar*. Be prepared to pay the necessary deposit when you pick up the application. The deposit is either \$75.00 or payment in full if taking less than 7 semester hours). This deposit will be applied to student tuition or will be refunded should the application be denied. Otherwise, the deposit is non-refundable. The course registration will show as “unapproved directed study” until it is approved.
- Take the form to the instructor who will sign and submit the form and the syllabus to the approving body (listed below).
- After the application is reviewed, the approving body will sign indicating their decision.
 - Approving bodies are the Vice Provost for Undergraduate students and the Registrar for Graduate and ACTS students.
- Confirmation of your application being approved or denied will be sent to you in due time. Do not assume approval or begin the course until you have received written notification from the approving body.

Note: All Directed Study applications must be submitted and paid by **September 11, 2012**, one week prior to the Add/Drop deadline of September 18. Course applications submitted after this date will be subject to a late addition fee of \$50 and may not be approved.

Modular Courses – Weekends & Reading Week

Modular courses (at ACTS Seminars) include Weekend and One-Week courses. All such courses have significant assignments both before and after any scheduled on-campus classroom time. The schedule for these courses assumes the entire semester, and not just the time spent in the classroom during the semester. Include these courses in your overall registration and your plans for your academic course load for the Fall semester. Details about specific course assignments and schedules are available in the course syllabi posted on the [ACTS website](#).

Weekend modular courses require attendance at all three weekends scheduled over the duration of the semester. One week modular courses also require full attendance at all sessions during the week the class is scheduled.

Registration after Online Registration has Closed

Registration of MAL, MSN and MBA International Specialization may take place after the Online Registration has closed for the semester. Between March 7, 2012 and September 18, 2012, use Online Registration from your [Student Portal](#). After Online Registration closes please contact the *Office of the Registrar* to register.

FINANCIAL INFORMATION (www.twu.ca/registrar)**PAYMENT SCHEDULE****Payment Deadline**

Payment for the Fall 2012 semester is due Friday, August 3, 2012. To maintain current status in courses, you must pay a minimum of 50% of the "Balance Due" as shown on your Registration Invoice, on or before August 3. If your payment is not received by this date you will maintain your course selection, but you will lose priority in your classes and your course status will be shifted from preregistered to waitlist. If the payment and/or confirmation of loans, bursaries, etc. is not received by September 14, we will assume that you have had a change in plans and will not be attending courses for the Fall 2012 semester; and your course selection will be cancelled. You will have the opportunity to re-register until September 18, but you will incur a Late Registration Fee of \$50. **Any remaining outstanding balance on the student's account must be paid by October 15, 2012.** If full payment is not received by October 15, course registration will be cancelled and final exams cannot be written.

Student Invoice

Once a student has enrolled in classes and their Advisor's Approval has been logged (for Undergraduates), their semester invoice may be viewed on the [Student Portal](#) June 15. This is a detailed invoice for courses currently registered and advance deposits already made toward the semester. Undergraduate Campus Apartment rent charges due at the beginning of each month starting September 1st are not included. Please note that the invoice is dynamic and will adjust automatically with the student's activities at TWU. It will be finalized after the add/drop deadline of September 18.

PAYMENT OPTIONS**ONE COURSE ONLY:**

If you are enrolled in 3 semester hours or fewer, your fees are due in full on the first Friday in August.

MORE THAN ONE COURSE:

For students enrolled in 4 or more semester hours, Trinity Western University offers three Payment Options for your convenience.

OPTION A: One Payment per Semester:

Fees are due in full on the first Friday in August.

OPTION B: Two Payments per Semester:

The first payment (50% of the invoice total) is due on the first Friday in August.
The second payment is due on October 15.

Trinity Western University offers option B at no interest or finance fees if the payments are received on time. If we do not receive the payment by the above mentioned payment dates, the student will incur interest charges of 18% per annum calculated back to the first day of classes and may also incur a \$50.00 Late Payment Fee.

OPTION C: Four Payments per Semester: this option must be approved by the *Office of the Registrar*

See the application form at www.twu.ca/registrar > Forms

The first payment (25% of the fees) is due on the first Friday in August.

The second payment (25% of the fees) is due on the first Friday in September.

The third payment (25% of the fees) is due on the first Friday in October.

The fourth payment (25% of the fees) is due on the first Friday in November.

A Finance Fee of 6% of the total amount financed will be charged to the student account.

TUITION CHARGES AND OTHER FEES

Tuition and Fees

For detailed information on tuition and fees, please visit www.twu.ca/registrar >> [Financial Information](#) for Undergraduate, Graduate and ACTS Seminaries programs or follow the links below for specific information.

[Undergraduate Program Tuition and Fees](#)

- [Activity Fee and Student Association Fee](#)
- [Class Fees](#)
- [Private Music Lessons](#)
- [Laurentian Leadership Centre Fees](#)
- [Freshman Academy Fees](#)

[School of Graduate Studies Program Tuition](#)

- [SGS Student Association Fee](#)

[ACTS Seminaries Program Tuition](#)

- [ACTS Student Association Fees](#)

Housing Fees – see www.twu.ca/housing >> [Housing Styles](#)

Note that apartment rent does not appear on your Student Invoice but is due on the first of each month.

Miscellaneous Service Fees

Confirmation Requests	\$10 per document
Transcript Requests	\$10 per copy
Incomplete Grade Fee (ACTS)	\$50 (contract required)
Graduation Fee (ACTS)	\$100
Parking Fee - day	\$7 per day
Parking Fee - week	\$25 per week
Parking Fee - year	\$375 per academic year

Enrolment Deposit

The Enrolment Deposit is applicable for newly admitted and re-enrolling students of all divisions and will be credited toward the appropriate semester tuition fees. Once received, the Online Registration will be open to the student. It will be credited towards payment for the semester fees, and is fully refundable if notice of cancellation of enrolment is received no later than June 1, 2012. After June 1st the entire deposit will be forfeited if the student does not enroll for the semester.

Medical Insurance (www.twu.ca/wellness)

All students residing in Canada are required by law to have Canadian Medical Coverage. If you plan to live in BC for more than 3 months, you must enrol in the BC Medical Services Plan (MSP) within the first 3 months of your arrival. Non-Canadian students can purchase a three-month Interim Insurance policy at TWU while you wait for MSP coverage. Contact the TWU Wellness Centre for more details at 604-513-2024.

Security Deposit

The Security Deposit is a refundable deposit required of all students. It is levied from students of all divisions. The deposit will be used to cover any outstanding fees, parking and library fines, etc. The balance of the deposit will be refunded approximately one year after the end of a student's studies at TWU. Maintenance of the security deposit is required of all students during their attendance at TWU. Should there be any charges against this deposit, reinstatement to the full amount by the beginning of the next semester at TWU is required.

Financial Aid & Awards (www.twu.ca/awards)

Once the *Office of the Registrar* has received confirmation of your TWU Scholarships and Bursaries, Government Student Loans/Grants, Torch Benefits, Staff Tuition Benefits and Professional Development Awards, these funds will be applied to your Registration Invoice which can be viewed on the [Student Portal](#). Please note that TWU Bursaries and Scholarships will only appear on the invoice after June 15. Before that date, please make a manual adjustment to your invoice for approved awards and loans.

TWU Financial Awards

If you are expecting TWU financial awards and they are not listed on your invoice after June 15, you may wish to go to the [Student Portal](#) to choose Financial Awards and then Awards Summary or contact awards@twu.ca. Please note that if you are receiving TWU scholarships or bursaries you must maintain the required semester hours, GPA and other specific award criteria each semester as designated for your program or you will forfeit your eligibility for awards.

Government Student Loans

If you are expecting Government Student Loans/Grants, these funds may not automatically appear on your Student Invoice. If you require these loan funds to cover part of your first payment, you are required to fax, email, bring or mail a copy of your "Notification of Assessment" or "Letter of Loan Confirmation" to the *Office of the Registrar*. Students need to provide the loan confirmation each semester. We will accept this document and apply the funds towards your semester fees as a guarantee that the funds will be issued to the university by the end of the second week of classes.

Please note that confirmed Student Loans and TWU Financial Awards are applied towards your full semester fees. Students must pay 50% of the balance after the loans and awards have been deducted from the semester fees. The first payment is due on August 3, 2012 and the remaining amount will be due on October 15, 2012.

If you do not confirm your negotiated loan documents (via the post office) or arrange to have the loan funds sent to Trinity Western in time for the particular deadline in question then you must make payment by other means by the Payment Date in order to maintain your class registration and avoid interest charges and late payment fees and you will not have access to cash advances for book purchases until the actual loan funds have arrived.

When you arrive on campus in September, you should already have received your student loan agreement document from the government. All Canadian federal and provincial (with the exception of the province of Ontario) loan documents will be mailed to your home. Please bring them to the *Financial Awards Office* for confirmation of enrolment, and then take them to the post office for negotiation immediately. Loan documents become stale dated 30 days after the date they are signed. Once the loan funds arrive at Trinity Western, they will then be applied to your student account. If you have not had any communication from the government within 3 weeks of completing your loan application, please contact your Provincial student aid office customer service line. If you continue to have difficulties, you should contact *TWU Financial Awards office* at awards@twu.ca, and they will help you with the process.

If there are excess funds in your student account after full payment for the semester has been received, those funds can be advanced to you for book purchases. Any student loan overpayment to your account can be refunded to you at your request. Refund cheque requests are processed after the Course Add/Drop date (September 18) and require 10 to 14 business days to process. For further payment information, please see [Payment Methods](#).

If you are obtaining government loans or seeking to keep your interest-free status you may contact the *TWU Financial Awards Office* at awards@twu.ca to ensure you are following the correct procedures. **NOTE:** If you have confirmed your financial award and are considering dropping below the required semester hours to maintain your award, we recommend that you contact the *TWU Financial Awards office* before finalizing your decision. If you withdraw from all courses in a semester, the full amount of your financial awards will be reversed.

Sponsorship

If you are expecting Sponsorship you must provide a copy of your Sponsorship Award letter to the *Office of the Registrar* by the first Friday in August. You must also request that your courses be validated on the basis of the sponsorship because this will not be done automatically.

CHANGE OF REGISTRATION SCHEDULES

Students may freely add and drop courses using the [Online Course Registration System](#) until September 18, 2012 at 4pm. Registering to audit a course may also be done only until the add/drop deadline. See page 11 for details.

Course Add or Withdrawal after the add/drop deadline

Adding a course after the Add/Drop period is normally not permitted. Under extenuating circumstances, permission may be obtained from the University Registrar (signature required). An administrative fee will be assessed for course additions requested after September 18.

Withdrawals made after September 18 must be completed by paper form available in the *Office of the Registrar*. These withdrawals are classified as late course withdrawals and students will receive a prorated tuition refund. See Prorated Refund schedule below and [Refund for Course Withdrawal](#) for more information.

Prorated Refund Schedule for Late Course Withdrawal (weeks 3 to 6)

Week 3 – 70% tuition refund Week 5 – 50 % tuition refund
 Week 4 – 60% tuition refund Week 6 – 40% tuition refund

After Week 2 no refunds are processed for Class Fees, Activity Fees and Student Association Fees. After Week 6 you may only drop courses due to severe extenuating circumstances. There is no tuition refund.

Total Withdrawal from the Semester

Undergraduate students who wish to withdraw from all courses must complete the Withdrawal from University Form which is available at the *Student Life Office*. Graduate and ACTS students must meet with the Graduate Registrar to complete appropriate paperwork. The tuition refund calculation is outlined below and applies to all students regardless of the amount of tuition paid or semester hours registered. The date on which the appropriate completed forms are submitted to the *Student Life Office* or the Graduate Registrar will be used by the *Office of the Registrar* for calculating refunds of tuition as listed below. For further information see the [Refund for Full Withdrawal](#) details on our website.

Total Withdrawal Prorated Refund Schedule:

Dates for Total Withdrawal	Prorated Refund
August 3 – September 18	100% refund of assessed tuition fees, less \$200* withdrawal fee
September 19 – September 25	70% refund of assessed tuition fees
September 26 – October 2	60% refund of assessed tuition fees
October 3 – October 9	50% refund of assessed tuition fees
October 10 – October 16	40% refund of assessed tuition fees
October 17 →	No Refund

*For International Students: If the *Office of the Registrar* has provided a Confirmation of Registration Letter for a Study Permit for this semester, **the withdrawal fee is \$1000.**

Late Course Add and Withdrawal Schedule:

Add or Withdraw during these Weeks	Add? *	Drop?	Total Withdrawal?	Grade Assigned on Transcript
September 5 – September 18	Yes	Yes	Yes	None
September 19 – October 16 (Wks 3-6)	No**	Yes	Yes	W
October 17 - November 20 (Wks 7-11)	No	No***	Yes	WP or WF
November 21 →	No	No	No	Grade earned

- * or Change to Audit
- ** except with permission
- *** except for documented extenuating circumstances

Modular Courses (Weekend and One Week courses): Modular courses can be dropped up to and including the first day of class, and full tuition for the course will be refunded less a \$50.00 Withdrawal Fee.

COMPLEMENTARY INFORMATION

Academic Probation

If an Undergraduate student has been placed on Academic Warning, Academic Probation, or Academic Accountability, it is in his/her best interest to complete all requirements stated in their probation letter from the Registrar. If you have any questions regarding probation requirements, please contact the University Registrar via registrar@twu.ca.

Auditing a Class

If a student wishes to study a credit bearing course, without earning the credit, they may choose to audit the class. Contact registrar@twu.ca or come to the *Office of the Registrar*. Switching to Audit status is possible until September 18. After that date a course cannot be changed to audit status.

Confirmation Request (www.twu.ca/registrar)

Students who require a confirmation of enrolment letter or form filled out can submit the Confirmation Request form available at www.twu.ca/registrar → [Forms](#) or at the *Office of the Registrar*. There is a service fee. Please allow a minimum of 2 business days for processing.

Email communication from the *Office of the Registrar*

A campus email account (@mytwu.ca) is assigned to each student after they register for classes. It is imperative for all students to activate their email account. For your convenience, you can have all email forwarded automatically to another email address. All students are responsible to regularly check their email accounts for important registration and financial information. To view your TWU student e-mail from off-campus, visit the Student Portal and log in to the student account web email.

Financial Appeals

A Financial Appeal may be submitted for unavoidable, unforeseeable and documentable circumstances beyond the student's control. Appeals may only be submitted for items greater than \$100 and must be submitted within the same semester to which the appeal pertains. Appeal forms are available in the *Office of the Registrar*.

Graduation

If you are planning to graduate soon, please fill out the online Graduation Application form at the Student Portal under Courses and Registration. The application deadline for undergraduates is one year prior to graduation and there is a late fee of \$50.00 for students who do not meet this deadline. ACTS students will be assessed a \$100 graduation fee. See also important details concerning graduation on our website at www.twu.ca/graduation.

(Graduation) Completion Verification Form

Students who complete their program requirements outside of their expected semester of graduation must submit a Completion Verification Form when the program requirements are complete (available online at: www.twu.ca/registrar >> [Forms](#)). A final review of academic history will take place and the diploma parchment will be produced. Conferral dates are May 31 and December 31 each year.

International Study Permits

All International students planning to live in Canada for more than 6 months are required by the Government of Canada to secure a Study Permit in order to be authorized to attend any recognized university in Canada. Please provide the *Office of the Registrar* with a copy of your Study Permit from Immigration Canada. For further information on what permissions are required and how to secure such documents, visit the Immigration Canada webpage www.cic.gc.ca or see the Campus designate (registrar@twu.ca) in our office.

COMPLEMENTARY INFORMATION

Late Payment and Registration Fees

Important Dates are listed at www.twu.ca/registrar and notices are given by email to students regarding registration and payment deadlines. Late fees will be applied according to our University practice and details may be found on our website under Financial Information.

Letter of Permission (Transfer Credit)

If a student plans to take courses at another institution with the intention to transfer the credit back into Trinity Western University, it is advisable for the student to complete a Letter of Permission form. It is available from the *Office of the Registrar* or online at www.twu.ca/registrar → Forms. This form is the means by which the student can confirm how the course(s) will transfer to TWU before enrolling. The request will be evaluated and a copy of the Letter of Permission sent to the student and the institution offering the course. Certain letters of permission requests are subject to a service fee. After completion of the course(s), students must order an official transcript from the host institution showing the final grades for the courses taken and have it sent to the *Office of the Registrar*. Please be aware that many other institutions may be unable to provide final grades in time for our end of semester graduation dates for students taking a course at another institution in the semester prior to the graduation date.

Transcript Orders

You may request your official transcript online at www.twu.ca/registrar → Transcripts. Transcript orders will be processed within 2 business days. Students are responsible to ensure the completeness of their unofficial transcript on the [Student Portal](#), before ordering the official copy. Due to the confidentiality of student records, transcripts are released only upon the formal request of the student. To ensure the protection of privacy, TWU will not accept transcript orders by telephone, email or by a third party.

Withholding of Documents

If there is any outstanding indebtedness to the University (parking fines, library fines, etc.) or holds on your Student Account for any reason (e.g. Study Permit expired, no proof of medical insurance), Degree parchments, Transcripts, Requests for Letters, Grade Reports, Student Schedules and any Changes of Registration will not be processed or released until such matters have been cleared with the *Office of the Registrar*.



Contact Details:

United States Address:

Office of the Registrar
Trinity Western University
Mattson Center
PO Box 1409
Blaine, WA 98231-1409

Canadian Address:

Office of the Registrar
Trinity Western University
Mattson Centre
7600 Glover Rd.
Langley, BC V2Y 1Y1

Office of the Registrar

www.twu.ca/registrar

ACTS Theological Seminaries

www.acts.twu.ca

SGS School of Graduate Studies

www.twu.ca/academics/graduate

UG Undergraduate Studies

www.twu.ca/academics

Email registrar@twu.ca

Phone 604-513-2070

Fax 604-513-2096



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