

RAINFOREST AND TROPICAL SCIENCE ENV0003



HOW TO APPLY IF YOU ARE A PART-TIME (Continuing Education Student) OR A NON-STUDENT (Woodroffe, Perth or Pembroke)

YOUR SITUATION: "I am a:

- part-time (Continuing Education/Evening Class) student, OR
- NOT an Algonquin College student (general public)

YOUR APPLICATION PROCESS: If you are interested in taking the Rainforest & Tropical Science course, follow these steps:

IMPORTANT DATES AND DEADLINES:

Nov. 30, 2011 – Registration and down payment of \$1,000 required.

Jan. 12, 2012 – Course introduction and orientation. Balance of \$1,500 due (cheque or credit card).

Feb. 13, 2012 – Final pre-trip meeting. Tickets and practical training agenda issued.

Feb. 16, 2012 – Depart Toronto for Costa Rica.

Feb. 23, 2012 – Return from Costa Rica to Toronto.

Step 1 – Approval and Confirmation to take the Course:

Contact Chris Melmoth (613-735-4700, ext. 2880) who will confirm if a spot is available and if you have approval to register. This step is necessary in order to register.

Step 2 – Register and Pay Tuition:

If you have received approval from Chris Melmoth, go to your nearest Algonquin College Registrar's Office to register and pay your tuition fees for the course: Rainforest and Tropical Science ENV0003, Section 010.

Step 4 – Complete this [Payment Form](#) (PDF) and return by fax or mail to:

Steve Bennett, Marlin Travel

1108 Pembroke St. E.

Pembroke, ON K8A 7R5 (located inside Wal-Mart)

Ph: 613-635-7240 FAX: 613-735-5942

Email: steve.bennett@marlintravel.ca

Hours: Mon. to Fri. 9 a.m. to 8 p.m. Sat.: 9 a.m. to 4 p.m. Sun.: 12 noon to 4 p.m.

Step 4 – Check Blackboard - Once registered, ENV0003 will show up on your list of Blackboard courses and you will be responsible for course completion.

(NOTE: if the Rainforest course does not show up on your Blackboard account after 24 hours, **Pembroke/Perth students** should go to your Admissions Office and they will check it out for you. **Woodroffe students** should call Blackboard Support at 613-727-4723, ext. 2501).