

Trent University Enrichment Program 2019

Dear Parents/Guardians:

Your child is being invited to participate in the Trent Enrichment Program. This will be the 27th year Trent University will provide the opportunity for gifted and highly motivated Grade 7 and 8 students to experience attending classes in a university setting and comprises a wide offering of courses designed to promote study at the postsecondary level.

This year the program has been compressed to a two-day session during which each participating student will be enrolled in a total of four half-day courses. A single day participation cannot be accepted.

The cost of the program: Two Day Participant Fee = \$110.00 *refund policy posted below

If you agree to allow your child to participate our registration process is as follows:

- ✓ *Please read ALL instructions before registering.*
- ✓ **Registration and Course selection are submitted online.** If you *do not have access to a computer*, contact your teacher/school to make arrangements so they can register with your child.
- ✓ Our online registration system awards seats based on a First Come/First Serve basis, dependent on the date and time stamp the course selections are submitted online. It will attempt to place a student's first four choices in any available time period before looking to their fifth through eighth choices. On this premise, we cannot guarantee which time period your choices will be set. Every effort will be made to award them at least two of their top selections.
- ✓ There are a limited number of seats available in each course to optimize the student experience with the subject matter and instructor. Once the course is full we cannot add any more students. Sorry we cannot make any exceptions. Nor can we switch the period they take the course.
- ✓ The school must receive your full payment to be able to approve of your student's participation in the system BEFORE the allocation process. If the student has not been approved by the school their course selections cannot be allocated.
- ✓ To provide fair access to everyone, we kindly ask that returning students do not select courses they have already taken as one of their choices.
- ✓ Online Registration and Course selection will take place simultaneously as outlined in the following steps.

1. Review Course Book and Descriptions:
 - **This will be posted on January 14th prior to the opening of student registration.**
 - Visit <https://www.trentu.ca/conferences/programs>
 - From this page open the **Enrichment 2019 Course Description Book PDF**
 - Determine approximately 8 courses you are interested in.
 - Please rank your choices 1 through 8
 - Courses will be allocated to first available of the four time periods
 - Please have your selections available at the time of registration.
 - *Please Note: Courses with less than 9 students enrolled will be cancelled and alternative choices will be awarded.*

2. ONLINE Student Registration & Course selection will:

open on **Monday, January 28th, 2019 at 9:00am** and
close on **Friday February 22nd, 2019 at 3:00pm**

 - Go online to www.trentenrichmentprogram.ca to register for courses.
***If you are reading this letter online the webpage address can be accessed using the link. Otherwise you must type it directly into your browser address bar. ***
 - Please **do not Google this webpage or use any other search engine; this could potentially direct you to a 'cached' site and may result in your child not being registered.**
 - Click on the **“CLICK HERE FOR STUDENT REGISTRATION”** link in the middle of the page.
 - Enter the Student’s name, phone number and school to create the student profile. Record these details here for reference as you will require for future access. ***Note: please double check name for spelling errors – a spelling mistake could prevent you from logging back in***

Student’s First Name	=	
Student’s Last Name	=	
Telephone Number	=	
Student’s School	=	

 - Complete student details and enter any Medical or Accommodation information
 - Review the Code of Conduct with your student & Acknowledge agreement
 - Provide Emergency Contact information. It is recommended you enter a **PARENT/GUARDIAN EMAIL** address as this will ensure you receive further information about the Enrichment program. If you do not have an email address, we will email the school and they will pass along the information.
 - Select their Enrichment Program Courses, when prompted.
 - Enter your choices in order 1 to 8.
 - Double check your entries and Click Submit. Please print or save a copy of your course submission, and send this to your child’s teacher with your payment. The course allocation order will be based on the date/time stamp of this step.
 - Once you have saved or printed the “Successful Submission” page please log out of the system.

3. Once you have COMPLETED the ONLINE REGISTRATION AND COURSE SELECTION AND no later than February 25th at 3:00pm, please submit payment to your school. You should check with the school for their preferred method of payment.
 - The Registration fee of \$110.00 per student is payable to your school.

- Make note of the following ENRICHMENT REFUND POLICY:
 - A cancellation of registration received more than 31 days before the program start date = A full refund less \$30.00 admin fee.
 - A cancellation due to medical/bereavement reasons less than 30 days before the program start date = a refund of 50% of camper fees will be issued.
 - No refunds will be issued once the educational program has started, for unused camp days nor for situations beyond our control (i.e. Blackouts, Hazardous Weather). Days missed for any reason cannot be made up.
- ★ **Your teacher/school supervisor will require the Full Payment to approve your profile for course allocation BY this deadline.**

4. On Wednesday **March 20, 2019** please log back into your Enrichment 2019 student profile using the above link to see what courses you have been awarded.

We look forward to a successful and engaging Trent Enrichment Program in 2019. If you have any further questions or encounter any problems with the online registration process please contact us at 705-748-1011 ext. 7757 or ext. 1260, or email conferences@trentu.ca.

Sincerely,

Olivia Campbell
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