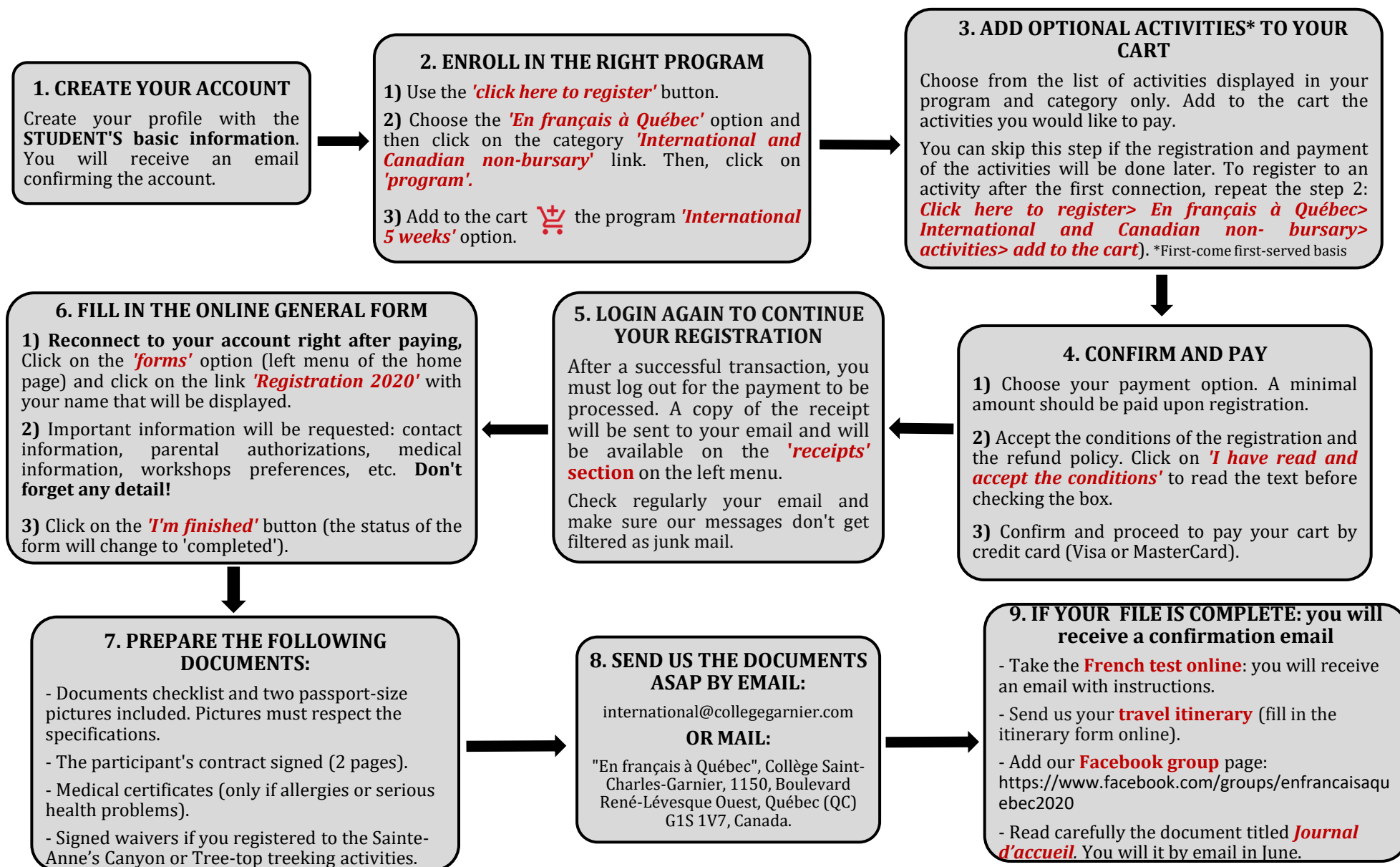




THE ONLINE REGISTRATION PROCESS


French summer program 2020

GET READY before registering: read carefully the Information Kit and the Workshops Description. You can find these documents on the 'Public documents' section (left menu) of our online platform: <https://portail.collegegarnier.qc.ca/capnet/login.asp?NoRegr=3>





Please take into account the following information:

- ✓ All amounts owed must be paid by May 15, 2020. The program amount (except the registration fee) may be paid in one or more installments through the online platform. Do not forget to choose the 'spread the payments' option at the time of purchase of the program.
 - ✓ If you are interested in registering for the 4-week stay (limited places) or the 'independent' program, you should contact us before proceeding with the purchase, as these options do not appear on our platform. Registration in this case will be done directly by the program.
 - ✓ For payments after online registration (registration fee payment): e.g. credit card payments to the final amount, registrations made by the program or some other extra charge added by the program to a student's account) the online payment procedure is as follows:
 - Login to the student's account: <https://portail.collegegarnier.qc.ca/capnet/login.asp?NoRegr=3>
 - Click on the "statement of account" option on the left menu
 - If there is a balance, in the upper right corner next to the total amount due, there will be a 'Make a payment' button. Click to proceed to the payment. All the amounts due will be displayed, choose the payment option of your choice 'spread the payment' or pay the full amount.
 - If you want to make an installment only, choose the "spread the payment" option and click on the pencil logo to  modify the amount to be paid and save changes. Accept the conditions before making the payment.
 - ✓ The general form (step No. 6) is necessary to confirm the acceptance of the student to the program. **This is why we do not recommend purchasing airline tickets before the end of the registration process.** We recommend you to complete the first eight steps quickly so that you can receive the confirmation and the letters required for processing the visas, if necessary.
 - ✓ As soon as the general form is completed and the status of the student form changes to 'completed', it will not be possible to make changes to the form. If you wish to make changes or add details to the student's file, please contact us at: international@collegegarnier.com
 - ✓ All documents will be available in the 'Public documents' section of the student's account. Do not forget to filter by program.
- ✓ **IMPORTANT:** The payment of the refundable room deposit (\$100) will be automatically added to your cart when registering for the first time. It must be paid long with the registration fee and it will be refunded at the end of the program according to the refund policy.