

The application fee through Education Planner is a fee that students will need to pay in order to complete the application process. Students taking cohorts in their high schools, courses online, or courses on campus are required to pay this fee to complete the application process as soon as possible. Students cannot be registered into respective courses until this step is complete.

The application fee is only one part of your registration process. You will also need to complete a South Island Partnership application package (above).

### Education Planner Instructions

- 1) Google '**Education Planner BC**' and select '**Apply BC**'
- 2) Select '**Sign Up for your Education Planner BC Account**' to create a new account
- 3) Complete CREATE ACCOUNT - Account Creation:
  - **EMAIL**: enter **student** email (not your SD *learns* acct) (Camosun uses this as default source of communication)
  - **PASSWORD**: create & confirm password. Make note of it for future reference.Once you have successfully created an account, you will automatically be logged in
- 4) Complete your Profile:
  - **Personal Information** (*Student Info*)
  - **Contact Info** (Including 'emergency contact' & enter your parent/guardian information)
  - **Academic History**
- 5) Once completed, select '**Start Applying**'
- 6) Select your Institution – '**Camosun College**' & '**Create Application**'
- 7) At the Program Selection,
  - select academic Term – Choose best match if your term is not listed or you are uncertain
  - select the Category – '**South Island Partnership**'
  - select your subject area – '**Arts, Business, Science & Tech, or Trades Foundation**'
  - select your program/course – '**Dual Credit - South Island Partnership**'
  - under admit status, select '**Dual Credit (SIP) Applicant**'
  - under attendance, select '**Part-time**'
  - Select '**Save**' once all of above complete
- 8) Complete '**Additional Information**' by selecting appropriate fields. Select '**Save**'
- 9) Select '**Review and Submit**' – the last step is to pay with a credit card
  - If needed, you can save your information and return using your USERNAME and PASSWORD when you have access to a credit card
- 10) **Pay the application fee**
  - **This is a non-refundable fee, and valid for a continuous 12 months for South Island Partnership courses**
- 11) Select '**Submit Online application**'
- 12) Forward your payment e-receipt to your school-based Career Coordinator