

ALEXANDER COLLEGE APPLICATION FOR ADMISSION 2012



Vancouver Campus
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Burnaby Campus
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 Burnaby British Columbia, V5H 4L9, Canada
 Tel. (604) 435 5815 Fax. (604) 435 5895

OFFICE USE ONLY
Application ID: _____

The application is submitted by: Self (Direct Applicant) Authorized Representative: _____

PERSONAL INFORMATION				
Legal Last Name	Legal First Name	Preferred First Name (English Name)	Date of Birth (DD/MM/YYYY)	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Email (mandatory)	Personal Education Number (optional)	Social Insurance Number (optional)	
Permanent Home Address			City	Province
Country	Postal Code	Permanent Phone	Fax	
Local Mailing Address (number/street)			City	Province
Country	Postal Code	Home Phone	Cell Phone	Fax
Select Your Citizenship Status <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Visitor's Visa <input type="checkbox"/> Other Visa * Expiry Date: _____		Emergency Contact Information Name: _____ Telephone: _____ Relationship: _____		Last Secondary School Attended Post Secondary School Attended

PROGRAM OF INTEREST		
Program Selection <input type="checkbox"/> Associate Degrees <input type="checkbox"/> Arts <input type="checkbox"/> Arts Business <input type="checkbox"/> Science <input type="checkbox"/> University Transfer Program <input type="checkbox"/> Pre-MBA Program <input type="checkbox"/> English for Academic Purposes <input type="checkbox"/> ENGL096 <input type="checkbox"/> ENGL097 <input type="checkbox"/> ENGL098 <input type="checkbox"/> ENGL099	Entry Term <input type="checkbox"/> Winter (Jan. 9, 2012) <input type="checkbox"/> Spring (April 30, 2012) <input type="checkbox"/> Summer (July 9, 2012) <input type="checkbox"/> Fall (Sept. 4, 2012) Orientation Dates <input type="checkbox"/> Winter (Jan. 5-6, 2012) <input type="checkbox"/> Spring (April 26-27, 2012) <input type="checkbox"/> Summer (July 5-6, 2012) <input type="checkbox"/> Fall (August. 30-31, 2012)	Document Checklist To avoid any delays in processing your application, please ensure that you have provided the following documents: <input type="checkbox"/> Completed Application for Admission <input type="checkbox"/> Application Fee <input type="checkbox"/> A Photocopy of Study Permit, PR or other Citizenship Status <input type="checkbox"/> Official High School Transcripts <input type="checkbox"/> Official High School Graduation Certificate <input type="checkbox"/> Official Post-secondary Transcripts (If Applicable) <input type="checkbox"/> Recognized English Test Results <input type="checkbox"/> A Photocopy of Medical Insurance <input type="checkbox"/> Other, _____ How did you find Alexander College? <input type="checkbox"/> Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Advertisement <input type="checkbox"/> Friends <input type="checkbox"/> Website <input type="checkbox"/> _____

METHOD OF PAYMENT		
A non-refundable CDN\$150 application fee MUST be included with this form: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Personal Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Bank Draft <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Cash <input type="checkbox"/> Debit Card		Card Number Name on Card Expiry Date (MM/YY) _____ / _____

LEGAL			
Consent to release personal information (Optional) Please sign this consent if you want another person, family member, or agency to have access to your Alexander College admissions registration, and/or academic history. I authorize Alexander College to release my personal information concerning admissions registration, and/or academic history to the person or agency listed below for the period starting from today until the completion of my studies at Alexander College.			
_____	Person or Organization	Relationship	Signature

PLEASE READ CAREFULLY BEFORE SIGNING.

I declare that all the information provided in this application and supporting documents is accurate. I agree to abide by the official Alexander College policies and regulations, including the refund policy as set out in the Alexander College calendar. I understand that a copy of this Alexander College policies and regulations, including the refund policy as set out in the Alexander College calendar. I understand that a copy of this calendar is available on the Alexander College website: www.alexandercollege.ca. I understand that if I am a student receiving course funding from an outside source (government scholarships, BC student loans etc.), my academic and attendance records may be released upon request to the party issuing payment.

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at <http://www.alexandercollege.ca>.

Signature	Date of Application (DD/MM/YYYY)
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GENERAL ADMISSION REQUIREMENTS

Applicants to academic programs at Alexander College must have a satisfactory record of academic achievement and a good command of the English language. Students who do not meet the English Language Proficiency requirement for admission to an academic program may apply to the English for Academic Purposes program. This is a full-time, integrated, intensive English and academic skills program that prepares students for college and university study in the English language.

Domestic Students:

Students must successfully complete a BC secondary program (Grade 12) or the equivalent, the A.B.E. (Adult Basic Education Program) or G.E.D. (General Educational Development) Testing Program.

International Students:

Students who have not completed their secondary program at a school in North America are designated as international students. Their admission credentials require special scrutiny. In general, to be admitted, international students must have completed the equivalent of twelve years of schooling, and be proficient in English.

ADMISSION REQUIREMENTS FOR ENGLISH FOR ACADEMIC PURPOSES (EAP)

For programs combining university studies with non-credit English:

	ENGL 098 Plus 2 University Courses	ENGL 099 Plus 3 University Courses
PBT TOEFL	510	530 and Essay Rating 3.5
CBT TOEFL	180	197 and Essay Rating 3.5
IBT TOEFL	64 and 15 in reading, 15 in listening, 14 in writing, 14 in speaking	71 and 17 in reading, 17 in listening, 16 in writing, 16 in speaking
IELTS	4.5 and writing \geq 4.5	5.0 and writing \geq 5.0
CAEL	40 and writing 45	50 and writing 50
LPI	3, Essay 20 and 50% on one of the three components	3, Essay 20 and 50% on each of the three components
ENGL 12 (BC Secondary School)	C-	C+/C

**** New students who do not present minimum TOEFL, IELTS, CAEL, LPI, or ELA results must write the Alexander College assessment test at the College before registering in classes.**

ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER & ASSOCIATE DEGREE PROGRAMS

ENGL 100 (University Transfer and Associate Degree Programs)	
PBT TOEFL	550 and Essay Rating 4.0
CBT TOEFL	213 and Essay Rating 4.0
IBT TOEFL	80 and 19 in reading, 18 in listening, 19 in writing, 18 in speaking
IELTS (Academics)	6 and Essay Rating 6.0
CAEL	60 and writing 60
LPI	4 and Essay 24
ELA	145
ENGL 12 (BC Secondary School)	A/B

ADMISSION REQUIREMENTS FOR MASTERS PREPARATION PROGRAM

Students must have completed an acceptable undergraduate degree with a GPA of at least B, or have received approval for admission from the Vice-President Academic.

Students must demonstrate English language proficiency equivalent to Engl 100 (see above).

Students may also take additional English language instruction with some additional cost and time.

Students must provide original documentation showing their full post-secondary academic history, which must be approved by TRU prior to admission

REFUND POLICY

For All Students

- Refunds will be granted only for those courses officially dropped by the published add/drop deadline.
- Eligibility for a refund will be based on the date a course is dropped. Ten dollars is the minimum amount for which a refund is issued.
- Refund request forms will be processed when all the necessary documents are submitted. Once approved, refunds normally take four to six weeks for processing.
- Refund checks will be issued in the name of the student (unless otherwise documented) unless an authorization letter is submitted.
- Wire transfer refunds will be sent to the sponsor, agency, or individual who originally paid the fees and the correct bank information must be provided unless an authorization letter is submitted.
- No refunds for students who have official school letters such as Letters of Acceptance or Confirmation of Enrolment letters. Those students can only defer their course registration within the enrolment confirmation period (unless the student has been denied a study permit. In this case the student must provide official documentation).
- The application fee is non-refundable.

For Visa Students:

1. No refund for new international students who obtain a Letter of Acceptance from Alexander College. If new overseas students require to withdraw from their program of study because they (a) are denied Study Permit authorization from Citizenship and Immigration Canada, or (b) do not receive authorization prior to the program of study, then 100% of tuition prepayment is refundable, provided;

- the students notify the College in writing of the circumstances under on or before the first day of the program of study is scheduled to begin, and
- the students, within a reasonable time, provides documentation of the authorization circumstances to the College in writing.

For Continuing Students and Local Transfer Students

- If a written notice of withdrawal is received by the College before the published deadline, then the student will receive a full refund of the tuition paid minus the course registration deposit.
- If a written notice of withdrawal is received by the College after the tuition deadline and before commencement of the program, then Alexander College will retain the lesser 25% of the total tuition fees due or up to \$600.
- If a student provides a request form of drop/withdrawal or is dismissed within seven (7) calendar days of the semester, 50% of the total tuition fees due are refundable.
- If a student provides a request form of drop/withdrawal or is dismissed within eight (8) to fourteen (14) calendar days of the semester, 30% of the total tuition fees due are refundable.
- If the student provides a request of drop/withdrawal or is dismissed after the fourteenth (14th) calendar days of the semester, then no refund is provided.