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|  | <p>PO Box 464, 2nd Floor, 99 Gorse St., Valemount, BC, Canada, V0E 2Z0.</p> <p>Website: www.valemountcollege.ca</p> <p>Telephone: (250) 566-0067</p> <p>Email: inquiry@valemountcollege.com</p> |
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APPLICATION FOR ADMISSION

Please complete this form in **BLOCK** capitals by using the online form or by using **BLACK INK.**
(this form is also available for download from the Valemount College website)

| 1. Personal Details | | | | | |
|--|--|---------------|---------------------|--|----------------|
| Title | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <table style="float: right; margin-left: 20px;"> <tr> <td style="text-align: center;">Date of Birth</td> <td style="text-align: center;">_ _ / _ _ / _ _ _ _</td> </tr> <tr> <td></td> <td style="text-align: center;">day/month/year</td> </tr> </table> | Date of Birth | _ _ / _ _ / _ _ _ _ | | day/month/year |
| Date of Birth | _ _ / _ _ / _ _ _ _ | | | | |
| | day/month/year | | | | |
| Family name | First name(s) | | | | |
| House No./Post Office Box No./RR: | Street: | | | | |
| Village/Town/City: | Postal Code: | | | | |
| Province/Territory: | Country: | | | | |
| Telephone No.:(area code) XXX-XXXX | Mobile Telephone: Email: | | | | |
| Emergency Contact: Name: Telephone No.: Email: Address: | Are you a Canadian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following: SIN# and Drivers Licence# with Photo ID (please submit a photocopy of both): If no, please fill out the International Student Section. | | | | |
| Have you previously attended Valemount College? | Yes <input type="checkbox"/> (please list your student number below) No <input type="checkbox"/> (_____) | | | | |
| Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> | | | | |
| 2. Educational History | | | | | |
| Name up to two (2) High schools you have attended-most recent first. | | | | | |
| | | | | | |
| (Name of School) | (Province, Country) (Start Date<d,m,y>) (Date Completed<d,m,y>) (Credential Awarded and Date<d,m,y>) | | | | |
| | | | | | |
| (Name of School) | (Province, Country) (Start Date<d,m,y>) (Date Completed<d,m,y>) (Credential Awarded and Date<d,m,y>) | | | | |
| (Continued on Page 2) | | | | | |

Name up to two (2) post-secondary institutions you have attended-most recent first.

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(Name of Institution) (Province, Country) (Start Date<d,m,y>) (Date Completed<d,m,y>) (Credential Awarded and Date<d,m,y>)

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(Name of Institution) (Province, Country) (Start Date<d,m,y>) (Date Completed<d,m,y>) (Credential Awarded and Date<d,m,y>)

**FOR INTERNATIONAL STUDENTS ONLY:
(overseas students may only take full-time courses and must have authorization from Immigration and Citizenship Canada)**

| | |
|----------------------------|--|
| Visa Status (Non-Canadian) | |
| Student Visa No. | |
| Country of Origin: | |

English Language Proficiency (for International Students)

| | | |
|--|-----|----|
| Is English your first language? | Yes | No |
| Our programs are conducted in English. Have you attended any courses in English language? English Language Proficiency test? | Yes | No |

If yes, please check which of the below listed qualification requirements you meet, enclose a copy of certificate and provide the following details:

1. Name of the course:
2. Duration of the Course:
3. Institute Name, Address, Telephone No. and Email Address:
4. Course Date of Completion (day, month, year):

Qualification Completed and Score:

| Certificate Issuing Authorities Accepted by Valemount College | Certificate Type | Your Score | Valemount College Prerequisite Requirements: |
|---|------------------|------------|---|
| International English Language Testing System | Academic IELTS | | 6.0 overall with no individual band less than 5.5 |
| Test of English as a Foreign Language/Educational Testing Service | TOEFL | | 550 (Code 8538) |
| Test of English as a Foreign Language/Educational Testing Service (internet based test) | TOEFL iBT | | 80 overall with no section less than 19 |
| Canadian Academic English Language Test | CAEL | | CAEL 60 and Writing 60 |

I meet college requirements and have submitted the requisite documents as part of my application.

3. How did you hear about the Valemount College?

| | | | | | |
|--------------------|--|--------------------|--|---------------------|--|
| Newspaper/Magazine | | Relative/Friend | | Website | |
| Social Media | | Brochure/Billboard | | Other Digital Media | |

| | | | | | |
|-------------------|--|------------------|--|-------|--|
| Workshop/open day | | Agent/consultant | | Email | |
|-------------------|--|------------------|--|-------|--|

Other sources (please state):

4. Medical Information and Support for Students with Disabilities

Do you require additional support services due to a disability? Yes No

If yes, to support you during your studies, please contact us by email at: inquiry@valemountcollege.ca with details.

To help us provide assistance wherever possible state briefly if you have any special needs that the College should be aware of? (Medical, physical, personal, religious, etc.) If you need regular medication (e.g. for epilepsy, diabetes), please write below the type and quantity of medication you take.

5. Program Intentions (Purpose of application to Valemount College)

| Program | Prerequisite Documentation Submitted: (please check the boxes) |
|---|--|
| <input type="checkbox"/> Tourism Administration Certificate Program | <input type="checkbox"/> High School Transcript showing graduation from Grade 12 and including English 12 or equivalent. <input type="checkbox"/> I am able to use standard office software and computers. |
| <input type="checkbox"/> First Nations Cultural Tourism Certificate Program | <input type="checkbox"/> High School Transcript showing successful completion of English 12 or equivalent with a letter grade of C or above. |
| <input type="checkbox"/> Rural Entrepreneurship and Small Business Management Certificate Program | <input type="checkbox"/> High School Transcript showing successful completion of English 12 or equivalent. <input type="checkbox"/> I am able to use standard office software and computers, including Microsoft Word and Excel. <input type="checkbox"/> I have basic or a higher level administrative skills as demonstrated on my resume. |
| <input type="checkbox"/> Mountain Adventure Tourism Certificate Program | <input type="checkbox"/> High School Transcript showing graduation from Grade 12. <input type="checkbox"/> College Health Form Signed by a physician (please download from our website and have a physician sign it). <input type="checkbox"/> Liability Release (please download from our website). <input type="checkbox"/> Proof of Medical Coverage (Provincial Medical Card Photocopy). <input type="checkbox"/> I am able to use standard office software and computers. |

6. Application and Registration Fee Payment

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|---|-----------------|
| Application Fee (Domestic) | \$50.00 |
| Registration Fee (Domestic) | \$15.00 |
| Total Domestic Application and Registration Fee | \$65.00 |
| Application Fee (International) | \$100.00 |
| Registration Fee (International) | \$15.00 |
| Total International Application and Registration Fee | \$115.00 |

Who will be paying your fees? Myself Other

If Other please, please specify name, contact details and relationship to you below:

Name:

Address:

Telephone:

Email:

Relationship to You:

Method of Payment:

Cash Cheque Credit Card (VISA, MASTERCARD, AMEX)

Other (for online payments): Paypal Square

Application and Registration Fees are non-refundable and are due upon submission of this application form. Incomplete applications or applications received without payment of fees will not be processed.

What Happens Next?

Once your application has been assessed and if it is determined that you have met Valemount College requirements, a *Letter of Acceptance* (Conditional Offer) will be sent to you with your Registration Date and an Enrolment Form. To indicate acceptance of your seat within the program, please fill out the *Enrolment Form* and submit it to Valemount College *on or before your Registration Date* by:

Mail:

PO Box 464, Valemount College, 99 Gorse Street, Valemount, BC, V0E 2Z0

Email:

inquiry@valemountcollege.ca

Tuition Fee Payment Information:

For programs that are 6 months/24 weeks or less, all tuition fees are due upon registration. For programs that are longer than 6 months, a Registration Deposit of 50% of the total tuition amount is due on your Registration Date and is required in order to confirm and hold your space in the program as well as to make the first tuition payment. The remainder of the tuition is required to be paid at the halfway point of your program. Please refer to our refund policy on the Enrolment Form.

Document Submission Checklist

Completed Application Form

Prerequisite Documentation

Application and Registration Fee Payment

Declaration: *I confirm by submitting this application form that submission of this application does not guarantee admission to a program or course and that admission to Valemount College is subject to entrance requirements and space availability. I confirm that, to the best of my knowledge, the information in this form is correct and that submission of falsified documentation or incorrect information will result in the immediate cancellation of my application. I have read the College prospectus/course brochure/calendar. I understand and agree to abide by the conditions and regulations of the College, which I accept as a condition of this application.*

Applicant's signature:

Date:

Protection of Privacy

Valemount College employees will manage the creation, storage and disposition of records, as well as managing requests for access to records, as required under the Freedom of Information and Protection of Privacy Act (FOIPPA). Valemount College collects and retains student personal information under the authority of the College and Institute Act. The information will be used to admit, register and graduate students, record academic achievement, issue student cards, administer and operate academic, alumni and other College programs and other purposes consistent with the mandate of the College. Information on admission, registration and academic achievement may also be disclosed and used for statistical and research purposes by the College and other post-secondary institutions, the Industry Training Authority and the provincial government. Personal information provided for admission and registration and any other information placed into the student record will be collected, protected, used, disclosed and retained in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c.165). In addition to collecting personal information for its own purposes, the College collects specific and limited personal information on behalf of the Students' Union of Valemount College who use the information for student elections.

Valemount College reserves the right to charge fees for requests for records in compliance with the provisions of the FOIPPA.

For Representative Use

Name:

Pin Number:

Posting date of Application:

For College Use

Application received by fax, post, courier, online, email: Date:

Comments and Actions: