

PROGRAM APPLICATION AND GUIDE



CHOOSE A PROGRAM

Explore a list of programs offered at Assiniboine at assiniboine.net/programs. Prospective students are welcome to explore Assiniboine programs further by contacting recruit@assiniboine.net or 204.725.8750 or toll free in Canada 800.862.6307 ext. 8750 to connect with a student recruitment specialist. Already have a program in mind and need more details? Connect with a student success advisor by calling 204.725.8700 ext 6639. All prospective students are encouraged to visit the college to learn as much as possible about their program and career choice.

Assiniboine holds program information sessions throughout the year for many certificate and diploma programs. Those in attendance will hear directly from faculty, students and employers about their program and career opportunities and have an opportunity to tour program facilities. Explore program and career choices by signing up for an information session, visit assiniboine.net/infonight for upcoming dates and locations.

The *Spend A Day* program offers future students the opportunity to explore their program of interest alongside a current student. Learn more at assiniboine.net/spendaday or contact spendaday@assiniboine.net or 204.725.8750 or toll free in Canada 800.862.6307 ext. 6050 to register.

CHECK THE ADMISSION REQUIREMENTS

Each program has specific admission requirements, as well as English language proficiency requirements noted in the college calendar, brochures and on the website. Please note, competitive entry programs have additional requirements for the purpose of applicant selection. Visit assiniboine.net/admissionrequirements for a complete list.

If an applicant does not meet the published requirements, they may apply for an assessment of special circumstances through the registrar's office. Applicants in this category include those with modified academic credits in their secondary studies such as M (modified), E (English as an additional language), I (individualized) or home study. Visit assiniboine.net/registrar for more details.

ENGLISH LANGUAGE PROFICIENCY

English is the language of instruction and communication at Assiniboine. Each program sets its own English language proficiency requirements. All applicants must meet or exceed the level of English language skills as outlined in the program's admissions requirements. Applicants must demonstrate ability in English that will meet the demands of classroom instruction, discussions and written assignments.

If English is not the applicant's first/primary language and they are not from an English exempt country, they must provide supporting documentation to show they meet one of the acceptable conditions. Applicants will not be admitted until the

requirements have been met. See assiniboine.net/elp for the full list of acceptable conditions.

INTERNATIONAL STUDENTS/ PERMANENT RESIDENTS

International students (residents of another country who require a study permit to legally study in Canada) must use the international student application guide and form. Visit assiniboine.net/international for details.

Permanent residents should use this application form—not the international student application—and must provide English translations of transcripts. Applicants may be asked to demonstrate English language proficiency. A copy of their permanent resident documentation must accompany the application.

FINANCIAL AID, ASSISTANCE & SCHOLARSHIPS

Assiniboine students are eligible for loans and grants through the Manitoba student aid program. Please visit manitobastudentaid.ca for detailed information about the program and how to apply for assistance. Canlearn.ca also lists other sources of financial assistance, along with suggestions for managing your budget while in school.

Many scholarships, bursaries and awards are also available to Assiniboine students. All college applications will be reviewed for entrance scholarships based on academics. Visit assiniboine.net/awards for details about scholarships, bursaries and awards.

Information is also available from the associate registrar office:
Telephone: 204.728.8700 ext. 6020
Toll Free: 1.800.862.6307 ext. 6020
Email: awards@assiniboine.net

WHEN TO APPLY

Early application is recommended as most programs can accommodate only a limited number of students. Assiniboine begins processing applications 12 months in advance of the program start date. Applications will be acknowledged within two weeks of receipt.

The applicant qualifies for admission to a program once they have met all admission requirements.

HOW TO COMPLETE THE APPLICATION SUCCESSFULLY

Applicants are responsible for the completeness and accuracy of their application. Any applicant submitting falsified or forged documents will be referred to the appropriate authorities. The applicant is required to include a \$95 non-refundable application fee for each program application.

Program Selection

Indicate the program you are applying for, full or part-time study, campus location and preferred start date. For program availability and start dates at the campus locations listed, visit the program page for details.

To explore college (up to 12 credits) without being formally admitted, you can apply as an undeclared student. This option may be permitted through a letter of permission from the registrar's office.

Personal Information

The required personal information is collected for the purposes of admission and related activities. As an applicant, it is your responsibility to keep all of your personal information up to date. This includes your full legal name, address, phone number and email address. Your legal name will appear on your certificate diploma/transcript as indicated on the application form. If a change is required, official documentation must be provided to the registrar's office.

Applicants applying for financial aid or scholarships, awards and bursaries must provide their Canadian social insurance number.

Citizenship

Declare if you are a Canadian citizen, permanent resident, refugee claimant or other. Permanent residents must submit a copy of the PR card with the application. Study permit applicants should use the international application guide. Visit assiniboine.net/international.

Primary Language

If English is not your first/primary language and you are not from an English exempt country, you must provide supporting documentation to show that you meet one of the acceptable conditions. This includes a copy of your test scores. See assiniboine.net/elp for more information.

On the application, indicate your first spoken and still understood language, as well as testing details.

Educational Background

If you attended Grade 12 in Manitoba, include your Manitoba education and training (MET) number, and your grades may be eligible to be transferred directly to Assiniboine. The MET number can be found on your high school transcript or on your report card.

You must submit an official transcript from all educational institutions you have attended. If you are enrolled in high school, you must submit an official transcript of the last grade or level completed and a letter from the school confirming the subjects in which you are currently registered. You should also submit transcripts relating to upgrading, GED, or any other academic qualifications you have. Unofficial transcripts can be used to assess applications, but a final admission offer cannot be made until official documents arrive. Please note that it can

take 6-8 weeks to receive official documents, so you should request those from your high school or previous post-secondary institution as soon as possible. If you have questions about accessing official transcripts, please call us at 204.725.8701 or 1.800.862.6307 ext 4036. Visit assiniboine.net/transcripts.

All transcripts and other supporting documents must be in English or have English translations attached.

Assiniboine keeps all original documents submitted in support of an application for admission. These documents cannot be returned.

Services to Students

Although not required, you are encouraged to self-declare if you are a visible minority, of Indigenous ancestry, a past/current member of the Canadian Armed Forces, a past/current youth in care or a first-generation learner. Assiniboine collects this data for statistical purposes and to provide appropriate services.

If you have physical, visual, hearing or learning disabilities, physical or mental health conditions, or other permanent or temporary disabling conditions, please indicate that you would like to receive information about these services on the application form. Assiniboine is committed to supporting and accommodating students.

Applicants interested in participating in varsity sports, indicate 'yes' on the application form to receive further information from Athletics.

Declaration and payment

Review your entire application to ensure accuracy and completeness. If you need assistance or have any questions about preparing your application, contact the registrar's office at 204.725.8701 or toll free 1.800.862.6307 ext. 4036. A complete application will include all required official transcripts/documents and the \$95 non-refundable application fee. An application is not processed until all required official transcripts/documents and fees are received.

Mail or bring your application in person to:

Registrar's Office
Assiniboine Community College
1430 Victoria Avenue East
Brandon, Manitoba R7A 2A9

Assiniboine is working towards online services for students. Visit assiniboine.net/registrar for more up to date information.

DECLARATION OF WAIVER

The information in this application is accurate as of July 2018. The college does its best to update program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. Therefore, the college reserves the right to modify or cancel any program, option, course, program objective, articulation agreement, fee, timetable or campus location without notice or prejudice. Please visit our website assiniboine.net for complete and up-to-date program information.

PROGRAM APPLICATION

Please enclose a \$95 non-refundable application fee for each program to which you are applying. Applications submitted without the application fee will not be processed. One program and location per application.



Please print clearly

STUDENT NUMBER

(If you have previously attended Assiniboine) _____

You are applying as a:

Full-time student Part-time student

PROGRAM APPLYING FOR

(An undeclared student is able to take up to 12 credits; students cannot graduate as undeclared) _____

Preferred start date:

Month _____ Year _____

LOCATION

Brandon Dauphin Winnipeg Adult Collegiate Distance Education Other _____

Course Title

Course Number

Start Date

If applying as an undeclared student, please list course: _____

PERSONAL INFORMATION (* Required)

Use your full, legal name. Your name will appear on your certificate/diploma/transcript as indicated below:

Last Name* _____ First Name* _____ Middle Name _____

Preferred First Name _____ Previous Last Name (if applicable)* _____

Canadian Social Insurance Number* _____ Date of Birth* _____ Gender Female Male

(YYYY/MM/DD)

Permanent Home Address* _____ Unspecified

Street address (or PO/Box #) _____

City or Town _____ Province _____ Postal Code _____ Country _____

Telephone: Home* _____ Mobile _____ Other _____

Email* _____

Mailing Address (if different from above)*:

Street address (or PO/Box #) _____

City or Town _____ Province _____ Postal Code _____ Country _____

EMERGENCY OR ALTERNATE CONTACT

Last Name _____ First Name _____

Email _____ Telephone _____

CITIZENSHIP

Canadian Citizen Permanent Resident Refugee Claimant Other _____

Study permit students please use the international student application guide. Canadian permanent residents must submit a copy of PR card with application.

PRIMARY LANGUAGE

All applicants educated outside of (English-speaking) Canada or a country not on the test-exempt list are also expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information on these requirements.

What is your first language (language first spoken and still understood)? _____

If you have written, or plan to write, TOEFL, CanTest, MELAB, PTE, IELTS or CAEL, enter the date, test name and score received (if applicable).

Test Name

Date Written/To be Written

Score Received

You must submit a copy of your test scores with the application.

EDUCATIONAL BACKGROUND

Manitoba Education & Training (MET) number (available at your high school or on your report card) _____

Secondary Education (High School attended) *You must include an official transcript for each institution attended; no abbreviations, please.*

Name of Institution	Province or Country	Start (Year/Month)	End (Year/Month)	Highest grade level completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Post-Secondary Education (College/University attended) *You must include an official transcript for each institution attended; no abbreviations, please.*

Name of Institution	Province or Country	Start (Year/Month)	End (Year/Month)	Highest diploma/degree completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

These questions assist the college in providing services to students:

- Do you require services for a disability or medical need? Yes No
- Do you wish to specify that you are a visible minority?
(Persons in a visible minority group in Canada are defined as those who are not Caucasian or Indigenous) Yes No
- Do you identify as an Indigenous person? If yes, please specify: Status Non-Status Métis Inuit N/A
- Are you a past/current youth in care? Past Current N/A
- Has anyone in your family (parents, grandparents) attended college or university? Yes No
- Are you interested in participating in varsity sports? Yes No
- Are you a current or past member of the Canadian Armed Forces? Yes No

Please select the top three sources that influenced you to apply to Assiniboine Community College:

- Advertisement Family Information sessions Sponsoring agency Website
- College publication Friend Social Media Symposium Other _____
- Employer High school visit Spend a Day program Teacher/Counsellor

DECLARATION AND PAYMENT

- I declare that I have read and understood the information in this application and guide, including the Notice Regarding Collection, Use and Disclosure of Personal Information, and that all statements made with respect to this application are true and complete.
- I understand that misrepresentation, falsification of documents, or the withholding of requested information with respect to this application can result in cancellation of the acceptance and registration, or dismissal from the college.
- I accept that any information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
- I authorize my high school/college/university to release my academic record(s) for admission purposes should the need arise to accelerate the processing of this application.
- I agree, if admitted, to comply with the regulations of Assiniboine Community College.

Signature of Applicant _____ Date _____

Include all required official transcripts/documents and the \$95 application fee. Choose one payment option only:

- Option 1:** Cheque/Money Order (payable to Assiniboine Community College)
- Option 2:** Visa MasterCard

I authorize Assiniboine to charge the following credit card with the \$95 application fee:

Credit Card # _____ Expiry Date _____

Cardholder Name _____

Cardholder Signature _____ Cardholder Phone Number _____

The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Assiniboine Community College

The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to Assiniboine Community College. Should any of the college's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the College

The college collects personal information in the course of admission, registration and related activities. This personal information is collected under the authority of the Colleges Act. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, Assiniboine Community College Alumni Association and/or Assiniboine Community College Students' Association. Information regarding graduation and awards may be made public. Upon graduation, the student's name, address, email address, and credential information will be provided to and maintained by the Assiniboine Community College Foundation and the Alumni Association, in order to assist the college's advancement and development efforts. Application data may also be used to conduct research into college enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. If you have any questions about the collection of this information contact the FIPPA/PHIA Coordinator's Office, 1430 Victoria Avenue East, Brandon, Manitoba, Canada, R7A 2A9 204.725.8700 ext 6199.