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## Transitional Vocational Program Employment Assistance

4825 Mount Royal Gate SW, Calgary AB T3E 6K6

T: 403.440.6872 E: [tvpm@mtroyal.ca](mailto:tvpm@mtroyal.ca)

W: [mru.ca/tvp/prep](http://mru.ca/tvp/prep)

The Transitional Vocational Program offers a variety of unique post-secondary opportunities designed to foster employment, and academic and personal growth. The Employment Preparation Certificate program serves adults who have graduated or previously participated in vocational, integrated occupational, individual modified academic or special education programs.

### Application Process

We would like to let you know about ongoing support that is available through **Employment Assistance** which starts in September. Students can apply for **Employment Assistance** as a year of support and follow-up to their first year employment program. This second year can assist students with ongoing support and training at the worksite, allow students to explore a new direction or department at work or obtain a second job. We have seen students develop more confidence, become more competent and independent after taking the second year program. Historically, we have found that retaining employment is one of the main challenges for students. This additional year of support from our program can be very beneficial.

**Employment Assistance** is worksite based. There are no formal classes however students may need to come to Mount Royal for job search, interview practice or to meet with staff members.

If you would like to discuss this further or have any questions please speak to your Employment Specialist to book an appointment. **The deadline to inform us of your decision is June 15, 2020**

**Program start date:** September 1, 2020

### Tuition

Tuition for the Employment Assistance Program is \$3,743 (subject to change without notice; GST exempt).

**Fee payment due:** August 17, 2020

### Financial Assistance

Financial support may be available. Please call the TVP office for details at 403.440.6872.

### Withdrawal Policy

To be eligible for a refund, **written withdrawal** from a course/seminar must be received **no later than 10 working days before the start date** (excluding Saturdays, Sundays and Statutory Holidays). Written withdrawal received less than 10 days in advance is not eligible for a refund. Withdrawals may be submitted by **E-mail:** [tvpm@mtroyal.ca](mailto:tvpm@mtroyal.ca) **Fax:** 403.440.6799 **Mail or in person:** Mount Royal University, Transitional Vocational Program M200, 4825 Mount Royal Gate SW, Calgary AB T3E 6K6. Quote: student ID number, CRN (Course Reference Number), course name, start/end dates, full legal name, date of birth, address, phone number. All withdrawal refunds are subject to an administration fee of 10% of the course/seminar tuition (max. \$50 per course.)

### For More Information

Telephone: 403.440.6872

E-mail: [tvpm@mtroyal.ca](mailto:tvpm@mtroyal.ca)

Website: [mru.ca/tvp](http://mru.ca/tvp)