

4825 Mount Royal Gate SW, Calgary AB T3E 6K6

T: 403.440.6872 E: tvp@mtroyal.ca

W: 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 Extension Certificate program serves adults who have graduated or previously participated in vocational, integrated occupational, individual modified academic or special education programs.

Enrolment is limited. It is to your advantage to apply during the priority application period since the program can accommodate a limited number of students.

Application Process

1. Complete this application and submit with a **non-refundable application fee** (this includes the assessment fee). Apply on or before January 31, 2026 and pay a **\$100 application fee**. Apply after January 31, 2026 and pay a **\$150 application fee**. Priority will be given to applications received up to March 31, 2026
2. You may pay by debit (in-person only), Visa or MasterCard. To pay by credit card, please call CE Registration at 403-440-3833.
3. Mail application: Continuing Education Registration Services
Mount Royal University
4825 Mount Royal Gate S.W.
Calgary, AB T3E 6K6
Or: Secure Fax: **403.440.6743**
4. Applicants will be contacted to schedule an interview with a program staff member.
5. A Student Medical Information Form will be provided at the interview (to be completed by a physician). It is suggested this form be completed as soon as possible as it is required for stage two assessment. If the applicant is invited to stage two, the completed form must be submitted to the TVP Office on or before the first day of assessment.
6. Applicants invited to stage two assessment will receive a letter indicating the date/time/location and any special instructions.
7. Those selected for the Employment Preparation Certificate program will be notified.

Program start date: September 1, 2026

Tuition

Tuition for the program is \$9,687.42 (subject to change without notice; GST exempt). Additional fees for books, course materials, UPass and recreation fees (optional) are approximately \$1,300.

Fee payment due: August 14, 2026

Financial Assistance

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

Drop, Withdraw, and Refund Policy

Requests to be dropped from a course must be received **prior to the course start date**. A course refund (minus a 10% administration fee up to a maximum of \$50) will only be issued if the request to drop a course is received **10 days prior to the course start date**. Dropped courses do not appear on your transcript and no grade is received. **After the course start date**, you can request to withdraw yourself from a course up to the end date of the course. Please note, under no circumstances will a refund be provided for a withdrawal. Course withdrawals are noted on your transcript with a W grade.

For More Information

Telephone: 403.440.6872

E-mail: tvp@mtroyal.ca

Website: mru.ca/tvp

APPLICANTS Personal Information ONLY- Please Print Clearly

| | | | | | | |
|---|-------------------------|---|---------------------|----|----|----|
| Last Name (Legal) | First Name (Legal) | | Middle Name (Legal) | | | |
| Previous Name (if applicable) | First Name (Preferred) | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Specified | Birth date | dd | mm | yy |
| Have you previously applied to a program at or attended Mount Royal University? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| If yes, your MRU ID Number (9 digits): | | Alberta Student Number (9 digits): | | | | |
| Mailing Address (Street/PO Box No.) | | | | | | |
| City/Town | Province/Country | | Postal Code | | | |
| Telephone - Home () | Telephone - Cell () | | Email Address | | | |
| Country of Citizenship: | | | | | | |
| Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Work Permit <input type="checkbox"/> Refugee <input type="checkbox"/> Other | | | | | | |
| LEGAL GUARDIAN - Do you have a Legal Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress (If Yes, submit a copy of court documents proving guardianship to TVP prior to program start.) | | | | | | |
| Legal Guardian Name: | | | | | | |
| Telephone - Home () | Telephone - Cell () | | Email Address | | | |
| EMERGENCY CONTACT - Next of kin or someone who should be notified in case of an emergency | | | | | | |
| Emergency Contact Name | | Relationship | | | | |
| Telephone - Home () | Telephone - Cell () | | Email | | | |
| PARENT/SUPPORT CONTACT | | | | | | |
| Parent/ Support Contact Name | | Relationship | | | | |
| Telephone - Home () | Telephone - Cell () | | Email | | | |

| PREVIOUS EDUCATION AND AGENCY INVOLVEMENT | | | | |
|--|------------------------|-------------------------|--|----------------|
| Highest level of education completed: <input type="checkbox"/> some high school <input type="checkbox"/> high school diploma/certificate <input type="checkbox"/> some post-secondary | | | | |
| Most recent high school / agency attended | City / Province | From: yy / mm | To: yy / mm | Program |
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| PREVIOUS EMPLOYMENT, WORK, OR VOLUNTEER EXPERIENCE | | | | |
| 1. Employer | From: yy / mm | To: yy / mm | <input type="checkbox"/> Employment <input type="checkbox"/> Work Experience <input type="checkbox"/> Volunteer Experience | |
| Position | City / Province | | Telephone () | |
| Duties | Reason for Leaving | | | |
| 2. Employer | From yy / mm | To yy / mm | <input type="checkbox"/> Employment <input type="checkbox"/> Work Experience <input type="checkbox"/> Volunteer Experience | |
| Position | City / Province | | Telephone () | |
| Duties | Reason for Leaving | | | |
| 3. Employer | From: yy / mm | To: yy / mm | <input type="checkbox"/> Employment <input type="checkbox"/> Work Experience <input type="checkbox"/> Volunteer Experience | |
| Position | City / Province | | Telephone () | |
| Duties | Reason for Leaving | | | |

| ADDITIONAL INFORMATION | | |
|---|--|--|
| How did you first hear about the program? | Present source of income | Source of funding for payment of tuition fees |
| <input type="checkbox"/> Teacher at high school <input type="checkbox"/> Parent or family member <input type="checkbox"/> Agency referral <input type="checkbox"/> Referral from previous student <input type="checkbox"/> Mount Royal University website | <input type="checkbox"/> AISH <input type="checkbox"/> Social Assistance <input type="checkbox"/> Employment <input type="checkbox"/> Parents <input type="checkbox"/> Other, please specify | <input type="checkbox"/> Self Payment <input type="checkbox"/> RESP (Registered Education Savings Plans) <input type="checkbox"/> Foundational Learning Assistance <input type="checkbox"/> Advancing Futures <input type="checkbox"/> Other, please specify |

| | | |
|--|--|--|
| <p><input type="checkbox"/> MRU Continuing Education Calendar <input type="checkbox"/> Resource fair, please specify _____</p> <p><input type="checkbox"/> Other, please specify _____</p> | | |
|--|--|--|

The Protection of Privacy Act: The personal information you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act (s.65) and the Protection of Privacy Act (ss. 4(a) & (c)). This information will be used for the purposes of academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities, and in compliance with data sharing agreements. The University may input the collected personal information into automated systems to fulfill the purposes stated above. This may include such activities as to generate content, evaluate programs or make institutional recommendations and predictions. Questions regarding the collection, use, disclosure and protection of personal information can be directed to the Information Management and Privacy Office - Mount Royal University - by phone at 403-440-7288 or through email at foip@mtroyal.ca. Further information is available at mtroyal.ca/FOIP.