Application for Admission

Transitional Vocational Program
Employment Preparation Certificate Program

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.

Enrolment is limited. It is to your advantage to apply during the priority application period (January – March 31, 2020) since the program can accommodate only a limited number of students.

**Application Process**

1. Complete this application and submit with a non-refundable $150 application fee (this includes the assessment fee).
   - Early Bird applications received by January 22, 2020 will receive a discount of $50 (Fee= $100).
2. You may pay by cash, debit, Visa, MasterCard, cheque, or money order made payable to Mount Royal University.
3. Mail or drop off application: Continuing Education Registration Services (East Gate, EC building, Centre for Continuous Learning, Registration station at Customer Service counter in lobby)
   Mount Royal University
   4825 Mount Royal Gate S.W.
   Calgary, AB T3E 6K6

   **Priority Application Period:** January 1 – March 31, 2020
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 by the first week of June 2020.

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

**Tuition**

Tuition for the program is $5,920 (subject to change without notice; GST exempt). Additional fees for books, course materials, supplies and recreation are approximately $650.

   **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: tvp@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
Website: mru.ca/tvp
E-mail: tvp@mtroyal.ca
# Application for Admission

## Transitional Vocational Program

Employment Preparation Certificate Program

4825 Mount Royal Gate SW, Calgary AB T3E 6K6  
T: 403.440.6872 E: tvp@mtroyal.ca  
W: mtroyal.ca/tvp/prep

**PLEASE PRINT CLEARLY**

Term applied for:  
- [ ] 2020-21

Have you previously applied to a program at or attended Mount Royal University?  
- [ ] Yes  
- [ ] No

If yes, your MRU ID Number:  

Alberta Student Number:

## Personal Information

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<th>Last Name (Legal)</th>
<th>First Name (Legal)</th>
<th>Middle Name (Legal)</th>
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<th>Previous Name (if applicable)</th>
<th>First Name (Preferred)</th>
<th>Gender</th>
<th>Birth date</th>
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<td>[ ] Male [ ] Female</td>
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<th>Mailing Address (Street/PO Box No.)</th>
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<td>Province/Country</td>
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<td>Postal Code</td>
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Fax (if available)  

E-mail Address

First Language (you learned and still understand):

Country of Citizenship:

Citizenship Status:  
- [ ] Canadian Citizen  
- [ ] Permanent Resident  
- [ ] Study Permit  
- [ ] Work Permit  
- [ ] Refugee  
- [ ] Other

If you are a Canadian citizen and wish to declare that you are an Indigenous person, please specify:  
- Status Indian/First Nations  
- Non-Status Indian/First Nations  
- Métis  
- Inuit

Do you have a Legal Guardian?  
(If Yes, submit a copy of court documents proving guardianship to TVP prior to program start.)  
- [ ] Yes  
- [ ] No

If Yes, Legal Guardian Name

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<th>Legal Guardian Telephone</th>
<th>Legal Guardian Cell Phone</th>
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EMERGENCY CONTACT - Next of kin or someone who should be notified in case of an emergency

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<tr>
<th>Emergency Contact Name</th>
<th>Relationship</th>
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## PREVIOUS EDUCATION AND AGENCY INVOLVEMENT

**Highest level of education completed:**  
- [ ] some high school  
- [x] high school diploma/certificate  
- [ ] some post-secondary

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<thead>
<tr>
<th>Most recent high school / agency attended</th>
<th>City / Province</th>
<th>From yy / mm</th>
<th>To yy / mm</th>
<th>Program</th>
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## PREVIOUS EMPLOYMENT, WORK, OR VOLUNTEER EXPERIENCE

1. **Employer**  
   - From yy / mm to yy / mm  
   - [ ] Employment  
   - [ ] Work Experience  
   - [ ] Volunteer Experience

<table>
<thead>
<tr>
<th>Position</th>
<th>City / Province</th>
<th>Telephone</th>
<th>Duties</th>
<th>Reason for Leaving</th>
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2. **Employer**  
   - From yy / mm to yy / mm  
   - [ ] Employment  
   - [ ] Work Experience  
   - [ ] Volunteer Experience

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3. **Employer**  
   - From yy / mm to yy / mm  
   - [ ] Employment  
   - [ ] Work Experience  
   - [ ] Volunteer Experience

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## ADDITIONAL INFORMATION

**How did you first hear about the program?**  
- [ ] Teacher at high school  
- [ ] Parent or family member  
- [ ] Agency referral  
- [ ] Referral from previous student  
- [ ] Student for a Day  
- [ ] Mount Royal University website  
- [ ] MRU Continuing Education Calendar  
- [ ] Resource fair, please specify  
- [ ] Other, please specify

**Present source of income**  
- [ ] AISH  
- [ ] Social Assistance  
- [ ] Employment  
- [ ] Parents  
- [ ] Other, please specify  

**Source of funding for payment of tuition fees**  
- [ ] Self  
- [ ] RESP (Registered Education Savings Plans)  
- [ ] Alberta Works  
- [ ] Advancing Futures  
- [ ] Other, please specify

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**Freedom of Information and Protection of Privacy** The personal information that you provide on, or with, this form is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for 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 with the Students Association of Mount Royal. The complete statement is available in the academic calendar and at mtroyal.ca. Further information is available at mtroyal.ca/cefoip.
Method of Payment

MRU values the security of your personal information. In accordance with the Payment Card Industry standards, MRU is no longer processing credit card data received over our email system. Please submit completed forms via one of the following methods:

**Mail:** Mount Royal University
Continuing Education and Extension Registration Services
4825 Mount Royal Gate SW, Calgary, AB T3E 6K6

**Fax:** 403.440.6743

**In Person:**
Continuing Education Registration Services (East Gate, EC building, Centre for Continuous Learning)
Registration wicket at Customer Service counter in lobby or 3rd floor, CE Reception

Payment Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Last Name (Legal)</th>
<th>First Name (Legal)</th>
<th>Middle Name (Legal)</th>
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<tbody>
<tr>
<td>Student ID, if known</td>
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☐ Cash/Debit (in person only)  ☐ Cheque (Mount Royal University)  ☐ Visa  ☐ MasterCard  ☐ Money Order

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<thead>
<tr>
<th>Credit Card #</th>
<th>Expiry Date</th>
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<tr>
<th>Cardholder Name</th>
<th>Cardholder’s Signature</th>
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*DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL*