

APPLICATION FOR ADMISSION

Admissions Policy for Full-Time and Part-Time Studies

HAVE YOU INCLUDED IN YOUR APPLICATION?

- Signed Application Form
- \$100 Application and Assessment Fee (**Non-Refundable**)
- Official Transcripts from Secondary or Post-Secondary Institutions
- Typed Minimum 250 Word Essay (**see section iv**)
- One Original Letter of Reference on Letterhead
- Portfolio (**see section vi**)
- \$250 Refundable Seat Deposit (**Applied to Tuition**)
- English Competency Exam Results (**International and ESL Students Only**)

Complete applications must be submitted to the Office of the Registrar at least six weeks prior to the beginning of a quarter start.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Certificate and diploma students must carry a full-time course load to enjoy guaranteed tuition status for the duration of their program. Self-paced students are enrolled on a first-come, first-served basis and must declare their intention to complete a certificate or diploma. In addition, a 60% full-time course load must be maintained. All seats are subject to availability and are prioritized after full-time students. Please submit the following:

i. COMPLETED APPLICATION FORM

Please complete the form in ink and sign where indicated. The checklists are provided to assist in ensuring that all information is included with the application. If an application is received unsigned, it will be returned. Completed application forms and necessary documents are to be received by the Registrar's Office **six weeks** prior to the start of a quarter.

Please send completed form to:

Centre for Arts and Technology
Attn: Registrar's Office
1577 Barrington Street
Halifax, NS B3J 1Z7

ii. NON-REFUNDABLE \$100 APPLICATION FEE

Applications will only be processed when accompanied by all documents and the non-refundable \$100 application fee. All fees must be submitted in Canadian funds.

iii. TRANSCRIPTS

All applicants 20 years or younger must have completed secondary school and must submit official or original transcripts with their application. For applicants 21 years or older, submitting official copies of post-secondary transcripts is highly recommended, but not required if an applicant is unable to get a hold of their transcripts. If a mature student is unable to provide transcripts then it will be dealt with on a case-by-case basis. **Copies will not be accepted.**

iv. ESSAY

The essay must be typed and a **minimum of 250 words**. It should outline your previous experience and incorporate how your education goals

relate to your intended career direction. The essay should highlight any extracurricular activities related to the program(s) applied for and all activities that demonstrate your team work abilities.

v. LETTER OF REFERENCE

The academic or professional letter of reference must be an original, signed by an instructor or employer and must be provided on school or company letterhead. This letter is required as a character reference.

vi. PORTFOLIO FOR EVALUATION (3D ANIMATION & 3D GAME ANIMATION)

A portfolio is required with the application for admission into any animation program. This portfolio must include an original, recent drawing of:

- A drawing of your opposite drawing hand (**left-handed draws right hand, right handed draws left hand**)
- A portrait of a person you know
- A perspective drawing of one of the rooms in your home.
- A drawing of an animal

Please list the date and approximate time it took you to complete each drawing.

*You may submit any interest drawings and/or sketch book. These drawings must be completed with the subject in front of you and NOT from a photograph.

vii. PORTFOLIO FOR EVALUATION (DIGITAL PHOTOGRAPHY)

To gain admission to the **Digital Photography** program **20** images in JPEG format with the following guidelines must be submitted: two landscape photos, two action/sports photos, two

architectural photos, two portraits and two creative photos. The remaining photos are up to the applicant. Images are to be passed in on a CD/DVD preferably; however, a printed portfolio of 4x6 or 5x7 photos will also be accepted. The CD/DVD must have a printed label with the applicant's contact information and the camera used. All images must be a minimum of 3 megapixels. Use of a reasonable amount of Photoshop is allowed. The CD/DVD or printed portfolio of 20 photos must accompany the required letter of application submitted. Once submitted, all portfolios will be critiqued by a panel of professionals. Please allow 3-4 working days to allow for adequate time for viewing and final decision making.

viii. WHEN TO APPLY

The Centre operates on a quarter system. All programs and part-time studies commence: **January*, April*, July, and October**. Special programs and seminars are offered throughout the year. Seats are limited and early application of **two months prior to start is recommended**. Please consult a Program Advisor for current dates.

*Subject to response.

ix. INTERNATIONAL STUDENTS

International students may apply for any program at the Centre. All ESL applicants are required to submit with their application proof of their English competency corresponding to a minimum score of 500 on the paper-based TOEFL, 173 on the computer-based TOEFL, or 61 on the Internet-based TOEFL, and to complete a personal interview (or telephone interview) prior to acceptance. International applicants must enclose a non-refundable fee of \$150 which may be paid by Visa, MasterCard or Bank Draft only. No cheques please. If paying by credit card, the applicant must be the cardholder. Tuition is payable in **Canadian dollars**.

x. PROGRAMS

All programs at the Centre are designed through extensive research and consultation with instructional staff and industry professionals. Content, texts, course times, instructional staff, etc. are reviewed on a continuous basis. The Centre reserves the right to make ongoing changes to these elements to reflect current industry trends and to ensure and maintain high educational standards. While every attempt is made to offer courses and programs as outlined herein, the Centre reserves the right to suspend or delay the offering of a course or courses due to insufficient enrollment or for reasons that are beyond the school's control. Should a course be suspended or delayed, the Centre reserves the right to offer said course(s) as soon as enrolment dictates or to substitute a course of similar value and content.

xi. ADMISSION / SELECTION PROCEDURE

Students who meet our admission requirements are notified by mail within two weeks of the school receiving completed application packages. Upon acceptance into a certificate or self-paced program a \$250 deposit is required to complete the registration process and reserve a seat until the balance of the tuition is due. Applicants who have not met the requirements for admission will be contacted in writing by the Admissions Office at the Centre. Application status will not be given over the telephone.

xii. TUITION PAYMENTS

Tuition is due on the **first day** of each quarter based on the enrollment agreement which each student receives pending acceptance. A monthly payment option may be available (OAC*). This option is subject to service fees. Late payments are subject to service fees of 2% per month. All cheques must be made payable to the "Centre for Arts and Technology - Halifax". All fees must be submitted in Canadian funds.*OAC - On Approved Credit.

xiii. PART-TIME STUDENTS

Part-time students are enrolled on a first-come, first-serve basis. All seats are subject to availability and are prioritized after diploma students. Please submit the following:

1. The Application with "Part-Time" section completed.
2. Student fee of \$35 per course up to \$100 for 3 or more courses.

xiv. UPON ACCEPTANCE

Upon acceptance into part-time studies at the Centre, a \$100 application fee is required to complete registration. These deposits are applied against tuition.

xv. STATEMENT

Centre for Arts and Technology will not establish requirements for admission that are either implicit or explicitly based on personal characteristics such as race, ancestry, colour, ethnic origin, sex, age, marital status, family status, sexual orientation, or physical disability. Centre for Arts and Technology - Halifax admits the best possible qualified students. We assess each applicant on the basis of attitude, motivation, professionalism, dedication, perseverance and a desire to develop superior technical and artistic skills. We are committed to maintaining high academic standards while upholding the principle of accessible education. The Centre for Arts and Technology admits students on the expectation that students will be successful in achieving their professional goals or other objectives, and make significant personal and professional contributions to the school, their work and communities. In some exceptional circumstances the Centre does accept applicants who do not meet the minimum admissions requirements. These applicants may not display the necessary aptitude or talent but are motivated, dedicated to improving themselves and driven to succeed. In such cases the Centre requires that the applicant sign a release form that holds the institution blameless should the student fail to satisfactorily complete the program of study or find employment. Prompt and equitable attention will be given to all applications. In programs where there is considerable competition and limited seats, Centre for Arts and Technology will select those applicants deemed to have the best opportunity for success.

xvi. APPLICATION BY FAX

Fax all written requirements with a letter authorizing the Centre to debit your Visa, MasterCard, or American Express. Mail or courier the original information along with the completed application form, official transcripts, and letter of reference. Please note, if you are paying by cheque, include the mailing date on the faxed application. Your application will be date-stamped on the date of transmission. The non-

refundable application and assessment fee must be received by the Centre within three working days of the date of the fax transmission to be considered. Late applicants (see applications received after deadline) by fax must be accompanied by a signed cover letter authorizing the Centre to debit your Visa or MasterCard for both the application and assessment fee and the relevant deposit as outlined herein.

xvii. APPLICATIONS RECEIVED AFTER DEADLINE

The deadline for each quarter is the first of the month preceding the next quarter's start date (**i.e. December 1 for the January quarter, March 1 for the April quarter June 1 for the July quarter and September 1 for the October quarter**). Applications received after the application deadline are accepted subject to seat availability.

xviii. INFORMATION

If you require assistance, the Centre has financial aid services to help with your student loans or other financial needs. The Centre also has program advisors that can help you with the registration process and / or answer any questions you may have.

Phone: 902.429.1847

Toll Free: 1.866.429.1847

Fax: 902.423.5414

Email: halifax@digitalartschool.com

digitalartschool.com

Centre for Arts and Technology
1577 Barrington Street
Halifax, NS B3J 1Z7

APPLICATION FOR ADMISSION



Student Number :

1. PERSONAL INFORMATION

First Name (Please Print Clearly) Middle Name Last Name

Mailing Address City Province / State Postal Code

Telephone Number (day) Telephone Number (evening) Cell / Pager Number

Email Address

Date of Birth (month / day / year)

/ /

Sex : MALE FEMALE

If you wish the Centre to know any disability or illness that may affect your learning or access to facilities, please outline in this space.

This will NOT affect your acceptance into this institute. _____

2. CITIZENSHIP

Country of Citizenship _____

Canadian Landed Immigrant Student Visa

Other Visa (i.e. Visitor): _____

First Language _____

3. CONTACT IN CASE OF EMERGENCY

First Name Relationship

Address Telephone Number

4. CRIMINAL RECORD

Have you ever been convicted of a criminal offense for which you have not been granted a pardon? YES NO

If yes, please attach the date and details of the offense to this application.

5. PROGRAM INFORMATION

Please specify the program for which you are applying:

(i.e. 3D Animation, 3D Game Animation, Graphic & Digital Media Design)

Quarter Start:

Jan __ yr April __ yr July __ yr October __ yr

6. PART-TIME ADMISSION

Students must be 19 years of age or a Grade 12 graduate.

Subject to seat availability.

Courses you wish to enrol in:

1. _____ 2. _____

Quarter Start:

Jan __ yr April __ yr July __ yr October __ yr

9. HAVE YOU SPOKEN TO A PROGRAM ADVISOR

YES NO If yes, who? _____

10. EDUCATIONAL BACKGROUND

Name of School Attended	Date Attended	Last Grade Completed	Certificate / Degree Obtained
1.			
2.			
3.			
4.			

11. EMPLOYMENT HISTORY

Employer	Position	Start / End Dates	Duties
1.			
2.			
3.			
4.			

12. OTHER POST SECONDARY EDUCATION

Have you ever been required to withdraw, repeat a program of studies, or failed another post secondary institution? YES NO

If yes, give the name of the institution: _____ and date of withdrawal/repeat/failure: _____.

13. FINANCIAL INFORMATION

Your payment method or credit status in no way affects your eligibility for admission. Please indicate your financing intentions to enable us to better serve you.

Do you anticipate applying for a Student Loan? YES NO

If YES, to which province are you applying? _____ What was the mailing date of your application? _____

Do you need a payment plan for the amount NOT covered by student loans? YES NO

Please initial if applicable:

_____ On approved credit, tuition at the Centre may be paid in monthly installments. These payments will be subject to service fees. By signing this application, I hereby authorize the Centre to obtain such credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account or for any other direct business requirements. This consent is given pursuant to Chapter 78, section 12 of the Crediting Reporting Act, R.S.B.C. 1979.

14. PLEASE READ THE FOLLOWING BEFORE SIGNING

1. I understand that submission of this application in no way guarantees admission into a program or course, and that admission is subject to meeting the Centre's program or course prerequisites and space availability.
2. I hereby certify that all statements on this application are true and complete in all respects, and that no relevant information has been withheld. I understand that falsifying documents or information on this application will result in immediate and permanent dismissal from the Centre. I agree that if admitted to the Centre, I will comply with the regulations of the institute.

Date: _____

Signature: _____

ADMINISTRATIVE USE ONLY

Date Received: _____ Received by: _____

Amount Received: _____

Application Assessment Fee \$ 100 Other amount \$ _____

- | | |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque |
| <input type="checkbox"/> Interac | <input type="checkbox"/> Money Order |
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard |