

# APPLICATION FOR ADMISSION

## Admissions Policy

### THINGS TO SUBMIT WITH YOUR COMPLETED APPLICATION:

- \$150 application fee (**non-refundable**)
- Official transcripts from secondary and post-secondary institutions
- One original letter of reference on letterhead
- Typed minimum 250 word essay (**see section v**)
- Portfolio (**see section vi**)
- English competency exam results (**international and ESL students only**)

### HAVE YOU SIGNED YOUR APPLICATION??

The following must be submitted at least 6 weeks prior to the start date for which you are applying.

- \$150 application fee (non-refundable)
- Official transcripts from secondary and post-secondary institutions
- One original letter of reference on letterhead
- Typed minimum 250 word essay (see section v)
- Portfolio (see section vi)
- English competency exam results (international and ESL students only)

### 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 the program. A 60% course load must be maintained for Student Loan eligibility. All seats are subject to availability. 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 six weeks prior to the start date.

#### ii. \$150 APPLICATION FEE

Applications will only be processed when accompanied by all documents including the application fee. Application fee is non-refundable. All fees must be submitted in Canadian funds.

#### iii. TRANSCRIPTS

**Official or original transcripts** are required for all secondary and post secondary courses taken prior to applying to the Centre for Arts & Technology (the Centre). **Copies will not be accepted.** For applicants 19 years or older, official copies of their post secondary transcripts are permitted. If applicant is unable to provide transcripts, a written explanation is required. All applicants 18 years or younger must have completed high school.

#### iv. 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.

#### v. 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.

#### vi. PORTFOLIO FOR EVALUATION

##### 3D ANIMATION AND 3D GAME ANIMATION

- Drawing created with non-dominant hand (may be any subject)
- Portrait
- Perspective drawing of a room in your home
- An animal

All are to be created with the subject in front of the artist and not from a photo or computer screen.

Please indicate the approximate time to complete each drawing and be sure to sign it. Additional drawings and sketch books may also be submitted.

##### DIGITAL PHOTOGRAPHY

- 2 Landscape
- 2 Action/Sports
- 2 Architectural
- 2 Portraits
- 2 Creative
- 10 remaining photos may be any type

Submit above on 4x6 prints or on a DVD in JPEG format with some amount of Photoshop manipulation permitted and a minimum of 3 megapixels. Indicate on back of prints or on DVD camera used.

## **viii. INTERNATIONAL STUDENTS**

English is the language of instruction at the Centre for Arts and Technology group of colleges. Students, regardless of country of origin or citizenship, are required to demonstrate competence in the English language prior to admission. Students whose primary language is not English are expected to have a minimum competency with the English language corresponding to a score of 500 on the paper-based TOEFL exam, 173 on the computer-based exam, or 61 on the internet-based exam as well as a 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. No cheques please. If paying by credit card, the applicant must be the cardholder. Tuition is payable in **Canadian dollars** only.

## **ix. PROGRAM**

All programs at the Centre are designed by school directors 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 elements of the program 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 enrolment 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.

## **x. ADMISSION / SELECTION PROCEDURE**

Students who meet the Centre's admission requirements are notified by mail within two weeks of receipt of the completed application. Upon acceptance, a \$250 seat deposit is required to complete the registration process and reserve a seat until the balance of the tuition is due. The seat deposit is refundable until 4 weeks before program begins. Applicants who have not met the requirements for admission will be contacted in writing by the Admissions Office.

## **xi. TUITION PAYMENTS**

Tuition is due on the first day of each quarter based on the enrolment 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 & Technology. All fees must be submitted in Canadian funds.

## **xii. STATEMENT**

The Centre 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. The Centre admits the best possible qualified students. Each applicant is assessed based on 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 admits students on the expectation that the accepted applicant 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 admission requirements. The 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, the Centre will select those applicants deemed to have the best opportunity for success.

## **xiii. APPLICATION BY FAX**

Fax all written requirements with a letter authorizing the Centre to debit your Visa or MasterCard. Mail or courier the original information along with the completed application form, official transcript(s), letter of reference, essay and portfolio (where applicable). 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 assessment fee must be received by the Centre within three working days of the date of the fax transmission. Late applications (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 the application fee and relevant deposit as outlined herein.

## **xiv. APPLICATIONS RECEIVED AFTER DEADLINE**

The application deadline is six weeks before the program begins. For example, for July admission, applications are required by mid-May. For October admission, applications are required by mid-August. Late applications must be accompanied by both the application fee (\$150) and the seat deposit (\$250).

## **xv. INFORMATION**

If you require assistance, the Centre has financial aid services to help with your student loan and other financial aid sources. The Centre also has a Program Advisor that can help you with the application process and any other questions you may have.

**Phone:** 506.460.1280

**Toll Free:** 1.877.369.1888

**Email:** [catreception@digitalartschool.com](mailto:catreception@digitalartschool.com)

[digitalartschool.com](http://digitalartschool.com)

# 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

Name Relationship

Telephone (day) Telephone (evening)

## 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

February 20 \_\_\_\_\_ October 20 \_\_\_\_\_

- Full-time     Self-Paced     Part-time

Please specify the program for which you are applying:

- Audio Engineering
- 3D Animation
- 3D Game Animation
- Digital Filmmaking
- Digital Photography
- Interior Design
- Event & Promotions Management
- Graphic & Digital Media Design
- Network Security Administrator
- Network Security Specialist
- Veterinary Hospital Assistant

## 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  To which province? \_\_\_\_\_

NO  Indicate source: \_\_\_\_\_

**Note:** We strongly recommend you submit your application to Student Loan at your earliest convenience.

Do you need a payment plan for the amount **NOT** covered by your funding source(s)? YES  NO

### PLEASE INITIAL IF APPLICABLE:

\_\_\_\_\_ On approved credit, tuition at the Centre may be paid in installments. 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 seat 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: \_\_\_\_\_