

New West College Student Admissions Process Summary

Spring 2024 Edition

1. Determine Eligibility to the Supply Chain Management & Logistics Program

The first step in the admission process to the Supply Chain Management and Logistics program at New West College is determining if you are eligible. There are 2 types of applicants, each with different admission requirements.

Standard applicants to New West College:

- Must be a Canadian citizen or permanent resident.
- Must have completed secondary or post-secondary education, either in Canada or abroad.
- Must be able to provide proof of English language proficiency.

Mature applicants to New West College:

- Must be over the age of 18.
- Must be a Canadian citizen or permanent resident.
- Must attest their level of education through a scholastic level exam for students who have not completed secondary education or cannot provide proof through transcripts.
- Must be able to provide proof of English language proficiency.

If you believe that you meet the criteria listed above, then you are eligible to apply to our program! Read the steps below to know exactly what documents need to be submitted, and the different steps to the admissions process.

2. Provide Proof of English Language Proficiency

New West College accepts various forms of proof of English language proficiency, and only **one** is required to complete an application to the Supply Chain Management and Logistics program. See the list below for all acceptable forms of proof.

- Grade 12 Alberta Education English Language Arts (or non-Alberta Equivalent), as verified through a transcript
- International IQAS/WES verified English Language Arts examination
- Transcript demonstrating successful completion of two (2) full time semesters at a

- post-secondary institution with English as primary language of instruction
- IELTS minimum score of 6
- CELPIP minimum score of 7
- Pearson minimum score between 59-64
- CAEL minimum score of 50
- Duolingo minimum score of 105-115

It is the student's responsibility to obtain proof of English language proficiency, and this will need to be completed prior to your application to New West College. Please note that New West College does not administer any of the above examinations.

3a. Gather Proof of Secondary Education

The next step in applying to New West College as a *standard applicant* is to gather your proof of secondary education documentation. There are a few ways that you can demonstrate proof of completing a secondary education, whether you did it in Canada or abroad.

New West College accepts all of the following documents as proof of education, and only **one** is required to complete an application to the Supply Chain Management and Logistics program.

- Alberta High School Transcript (or non-Alberta equivalent)
- General Equivalency Diploma (G.E.D.) transcript
- IQAS verified High School Transcript
- World Education Services (WES) verified High School Transcript
- Transcript demonstrating successful completion of two (2) full time semesters at a post-secondary institution

3b. Proof of Education Examination

For *mature student applicants* who do not have proof of education listed in Section 3a, a scholastic level examination will need to be completed. New West College requires a Wonderlic SLE Test Score greater than 20/50.

Please note that if you require a scholastic level examination to be completed, you can submit all other required application documents and let the New West College registrar know, as we will administer the examination in the same time slot as your interview.

4. Submit Documentation to New West College

Once you have determined that you are eligible for admission and gathered all required documentation listed above, you will need to complete the following forms and contracts.

- New West College Admission form

- Alberta Student Enrolment Contract
- Copy of a photo ID (passport, driver's license,
- Consent to Disclose Personal Information Contract (if applicable)
- Acknowledgement Form for Students Not Seeking Employment (if applicable)

If you aren't sure about whether a form or contract is required, don't hesitate to contact us via email at info@newwestcollege.com or phone 587-585-1356.

5. Complete the Interview

The next step in being admitted to the New West College Supply Chain Management and Logistics program is to complete an interview with the registrar.

Once all your documents have been reviewed and deemed complete & satisfactory, a New West College representative will contact you to set up your interview.

- Applicants who need to complete a scholastic level examination will need to come in person OR schedule an appointment by video conference if they live outside of the Greater Calgary Area.
- All other applicants can choose to complete the interview process in person or on the phone.

6. Receive a Letter of Admission

Upon successful review of your application as a standard or mature applicant you will receive a letter of admission to the Supply Chain Management and Logistics program at New West College. This should happen within 5 business days of successfully completing the interview.

Your program start date, as well as any other relevant information, will be included in your letter of admission.

7. Apply for Funding as Required

Once you have been accepted to the Supply Chain Management and Logistics program at New West College, you may apply for financial aid, as required by your circumstances.

Visit our website for more information at:

<https://newwestcollege.com/content/financing-student-aid>

ALBERTA STUDENT ENROLMENT CONTRACT FOR LICENSED VOCATIONAL TRAINING

PART A: INSTITUTION INFORMATION

Legal Entity _____

Operating Name _____

Unit Number	Street Number	Street Name
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City	Province	Postal Code	Country
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Phone Number	Website	E-Mail
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PART B: STUDENT INFORMATION

Last Name	First Name	Middle Name	Gender (Optional)
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Unit Number	Street Number	Street Name
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City	Province	Postal / ZIP Code	Country
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Home Phone Number	Mobile Phone Number	E-Mail
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Date of Birth	Alberta Student Enrolment Number / ASN
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Former Surname (if applicable)	Also Known As (if applicable)
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Aboriginal Status (Optional)	Legal Status (Optional)	International Student
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PART C: PROGRAM INFORMATION

Program Name _____

Program Start Date	Program End Date	Program Length	
		<i>Hours</i>	<i>Weeks</i>

Delivery Mode	If other, please provide a brief explanation
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Program Cost

Tuition Fees (incl. Registration Fee):	\$ _____	Other Fees _____	\$ _____	
Registration Fee:	\$ _____	(specify):	\$ _____	
Books:	\$ _____		\$ _____	
Supplies / Kits:	\$ _____	Total Program fees:	\$ _____	

Privacy Notice: Alberta Advanced Education is collecting your personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25 for the purposes of monitoring this program and the operations of private career colleges; tracking student mobility in, and strategic planning of, Alberta's post-secondary education system; and conducting research surveys with graduates of licensed programs in accordance with the Private Vocational Training Act, R.S.A. 2000, c. P-24. For more information or if you have questions, please contact the Director of the Private Career Colleges Branch, Alberta Advanced Education, 10155 102 Street, Edmonton AB, T5J 4L5, 780-427-5609.

PART D: ACKNOWLEDGEMENT OF TERMS

Please visit <https://open.alberta.ca/publications/p24> to access the *Private Vocational Training Act* and the *Private Vocational Training Regulation*.

Please initial beside each statement to acknowledge that you agree to the following:

Institution / Program Information

I reviewed the Student Rights and Responsibilities section of the Private Career Colleges Branch's website located at <https://www.alberta.ca/student-rights-responsibilities.aspx>. Initial Here

I acknowledge that the institution did not guarantee that completing this Program will lead to employment or specific wages/salary. (Section 22(1)(b) of the *Private Vocational Training Regulation*). Initial Here

I contacted potential employers and any relevant regulatory/professional bodies to determine if they will recognize this Program for employment and/or certification in a related field. Initial Here

I received the Program outline, a written description of the Institution's rules and policies, and information about the most recent graduation and job placement rates for this Program. Initial Here

I toured the Institution and viewed the facilities and equipment available to students. Initial Here

I know how the Institution will deliver this Program (e.g. self-directed learning, online, traditional lecture). Initial Here

I acknowledge that the Institution must provide me with a copy of this contract after I sign it. Initial Here

Admission Requirements

I provided the Institution with the appropriate documentation to show that I meet the admission requirements for this Program. Initial Here

Applicable if under 16 years of age: I confirm that the Institution has obtained written approval from the Director of the Private Career Colleges Branch for me to enrol in this Program. (Section 12(3) of the *Private Vocational Training Regulation*). Initial Here

Withdrawals/Terminations

I am aware that the Institution must terminate my enrolment in this Program by providing me with written notice (Section 13(1) of the *Private Vocational Training Regulation*). Initial Here

I understand that I must provide written notice to the Institution if I wish to withdraw from the Program and terminate this contract (Section 13(1) of the *Private Vocational Training Regulation*). Such notice must be provided in a manner that I can verify the date the notice was delivered to the Institution. Initial Here

I understand that this contract is terminated on the date that the written notice is delivered (Section 13(3) of the *Private Vocational Training Regulation*). Initial Here

I understand that I must notify my funding source of my withdrawal or the termination of this contract if I am receiving student financial assistance. Initial Here

Fee Payments and Tuition Refunds

I have reviewed the *Tuition Refunds* section of the Private Career Colleges branch's website located at <https://www.alberta.ca/tuition-refunds.aspx>. Initial Here

I understand that the Institution may charge me a registration fee of up to \$500, which it must credit toward my unpaid tuition fees (Section 14 of the Private Vocational Training Regulation). The Institution may retain this fee if I do not attend the Program unless:

- I terminate this contract within four business days of signing it (Section 15 of the Private Vocational Training Regulation).
- The Institution terminates this contract before the Program begins (Section 16(2) (a) of the Private Vocational Training Regulation).
- The Program does not begin by the start date in Part C of this contract and I choose to terminate this contract as a result (Section 16(2)(b) of the Private Vocational Training Regulation).

Initial Here

I understand that the school cannot require or accept payment of the registration fee until I have signed this student contract and cannot accept payment of any other tuition or any incidental fees before my Program begins (Section 14(2) of the Private Vocational Training Regulation).

Initial Here

I understand that if this contract is terminated after the Program begins, the Institution is entitled to the payment of tuition fees as outlined in Section 17 of the Private Vocational Training Regulation, which is as follows:

- 25% of the total tuition fees as identified in Part C: Program Cost of this contract if 10% or less of the Program is provided
- 60% of the total tuition fees as identified in Part C: Program Cost of this contract if more than 10% but less than 50% of the Program is provided
- 100% if more than 50% of the Program is provided.

Initial Here

I understand that if I paid more tuition than the Institution is entitled to under Section 17(1), the Institution must refund me the difference.

Initial Here

I understand that any refund that the Institution is required to pay will be paid to the source of payment for my tuition fees (i.e. the student, Government, agency, or person other than the student) and/or to any outstanding student loan where applicable (Section 21 of the Private Vocational Training Regulation).

Initial Here

I understand that the Institution may withhold my credential if I do not pay my fees in full at the time of graduation.

Initial Here

Student Complaints

I have reviewed the Student Complaints section of the Private Career Colleges Branch's website located at <https://www.alberta.ca/student-complaints.aspx>.

Initial Here

I will first address any concerns I have regarding the Program through the Institution's student complaint process.

Initial Here

If my complaint is not resolved through the Institution's student complaint process, I have 6 months from my last date of attendance in the Program to contact the Private Career Colleges Branch, Alberta Advanced Education by visiting <https://privatecareercolleges.alberta.ca/>.

Initial Here

Student Information

Upon graduation, I agree to provide the Institution with information regarding my employment status, and my employer's name and telephone number.

Initial Here

I acknowledge having read the Privacy Notice relating to the collection of personal information by Alberta Advanced Education in Part C of this contract

Initial Here

SIGNATURE

By signing this contract, I agree to the terms of this contract and I authorize Alberta Advanced Education to collect the information in Part A of this contract, my graduation and employment status, and my employer's name and contact information from the Institution and I consent to the Institution providing this information to Alberta Advanced Education for the purposes of reporting on graduation and job placement information for this Program; monitoring operations of private career colleges; tracking student mobility and strategic planning of Alberta's post-secondary education system; and for conducting satisfaction and outcomes research surveys with graduates of licensed programs offered by private career colleges.

Signature of Student

Printed Name of Student

Date

Signature of Witness

Printed Name of Witness

Date

By signing this contract, the Institution agrees to offer the Program as licensed in accordance with the Private Vocational Training Act and Regulation.

Signature of Authorized Representative

Printed Name of Authorized
Representative

Date

This contract is to be used only for programs licensed under the *Private Vocational Training Act* and Regulation. These programs appear on the Private Vocational Training License posted in the Institution. A copy of this contract signed by both the student and the Institution's authorized representative must be provided to the student within 7 days of signing. Any changes made to this contract must be agreed to and initialed by both parties.

Admission Form – New West College

Applicant Information:

Full Name: _____ **Birthday:** _____
Last First M.I. (DD/MMM/YYYY)

Address: _____
City Prov/State Postal Code

Telephone Number: _____ **Email:** _____

Status in Canada: Citizen Permanent Resident Study Permit Visitor Visa Other

Marital Status: Single (no dependent children) Single (with dependent children in the household)

Married Common Law Separated Divorced **Gender** Female Male

SIN #: _____ **Last Year Income (Line 150)** _____

Do you already have My Digital ID? Yes No **Number of Years in Canada / Province** _____

How did you hear about us?

Full Name:- _____ **Telephone:** _____ **Email:** _____

Program Information

Program of Interest: _____

Education History

Date Completed / last attended High School (Month/Year): _____

Emergency Contact

Full Name: _____ **Relationship:** _____

Address: _____ **Postal Code:** _____

Telephone No: _____

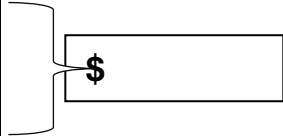
Spouse Information

Full Name: _____ Birthday: _____
Last First M.I. (DD/MMM/YY)

Telephone No: _____ SIN #: _____ Line 150: _____

Dependent Children Information

Dependent Children means **those children who are living with you and/or your spouse/partner** are legally responsible.

Last Name	First Name	Birthdate (DD/MMM/YYYY)	Monthly Childcare Costs (after subsidy) (for children under 12 years of age)
			

Fee Refund Policy

A written notice is required to request a refund of the tuition fees. If any student wishes to withdraw from a program, they need to fill and sign the withdrawal form, which is available at the admission office at New West College.

Refund Process

All fee refunds will be processed within 30 business days after the completion of college withdrawal process. Refunds will be made to the student, individual or organization that originally paid the tuition as per the % of the completion of the course. A student who withdraws from a program may choose to commit the refundable portion of the tuition from the program they are withdrawing to a new program, however a non-refundable program transfer fee (\$500) must be paid for the transfer application to the new program.

Attendance policy

Students are expected to attend all classes, projects, labs, trips, etc., in which they are registered. Attendance records are kept on file and shared with funding agencies and Student Aid upon request. Please note that the government has the right to revoke financial assistance based on poor attendance and/or academic performance. It is the student's responsibility to catch up on any work missed because of absences.

****For detailed policies please refer to our website or contact the admission department at info@newwestcollege.com ****

Disclaimer and Signature

By signing this form, I agree that the institution has provided me with enough information about the program and helped in enrollment without any cost.

Applicant's Signature: _____ Date: _____

Office Use Only

Program Name: _____ *From:* _____ *To:* _____

College ID: _____ *ASN:* _____ *User ID:* _____

Name of Admission Advisor _____

Signature: _____ **Date:** _____

Printed name of authorized representative: _____

Signature: _____ **Date:** _____

Consent to Disclose Personal Information

I, (first and last name) _____, authorize New West College Calgary Inc. ("New West College") to disclose my personal information relating to my admission in the _____ program offered by New West College.

The personal information includes, but is not limited to:

- Educational qualifications;
- Admissions suitability;
- Results of relevant admission tests and/or interviews; and
- Eligibility of funds.

I authorize New West College to disclose this information to:

(Full Name and Address)

I understand the purpose for disclosing this personal information to the person noted above. I understand that I can refuse to sign this consent form.

First and Last Name

Signature

Date

This authorization is valid for the duration of the program unless revoked.

ACKNOWLEDGMENT FORM FOR STUDENTS NOT SEEKING EMPLOYMENT

In Alberta, vocational training programs offered by private institutions are licensed by the Private Career Colleges Branch of the ministry of Advanced Education, in accordance with the *Private Vocational Training Act* and Regulation. This Regulation requires institutions to report the graduation rate for all students, and the job placement rates for all graduates of each licensed program offered.

Students may choose to enroll in a licensed program for personal interest or to update existing skills rather than for the purpose of obtaining specific training to lead them directly to employment. In order to ensure that the institution collects accurate data with respect to job placement rate for the program in which you enrolled, you must sign and complete this form prior to enrolment if you are not planning on seeking training related employment upon completion of the program. The institution will remove you from calculation of the job placement rate for this program.

Program Name: _____

Program Start Date: _____

Institution Name: _____

I acknowledge that I am not taking this program to prepare for employment upon graduation.

Student name: _____

Student Signature: _____

Signature of Authorized
Institution Representative: _____

Date: _____