

# CENTRAL COLLEGE



## Application for Admission

200 - 60 8th Street, New Westminster, BC, Canada V3M 3P1

Tel: 1-604-523-2388 / Fax: 1-604-523-2389

Email: [info@centralcollege.ca](mailto:info@centralcollege.ca)

Web: [www.centralcollege.ca](http://www.centralcollege.ca)



## APPLICATION FOR ADMISSION

Semester/Year: \_\_\_\_\_

Program:

- Acupuncture
- Practitioner of OM
- Herbology
- Oriental Tui-na Massage
- Mobile Game Developer
- Continuing Education

### PERSONAL INFORMATION

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Surname (Family) First Middle DD/MM/YYYY

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Gender:  Male  Female Present Occupation: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Status in Canada:  Citizen  Permanent Resident  Study Permit  Visitor Record  Other \_\_\_\_\_

Current Address: \_\_\_\_\_  
Apt/Unit Street Address City Province Postal Code Country

Permanent Address: \_\_\_\_\_  
Apt/Unit Street Address City Province Postal Code Country

Emergency Contact: \_\_\_\_\_  
Name Phone Number Email Relationship to Student

### ACAMEDIC DATA

LIST CHRONOLOGICALLY ALL POST-SECONDARY EDUCATIONAL INSTITUTIONS ATTENDED SINCE SECONDARY SCHOOL, INCLUDING THOSE OFFERING EXTENSION COURSES (PLEASE INCLUDE THE INSTITUTIONS YOU ARE CURRENTLY ATTENDING). THE LAST ATTENDED INSTITUTION SHOULD BE LISTED LAST.

Name of Institution	Location (City, Province and Country)	Program		Date Attended	
		Title	Major	From	To

#### CERTIFICATION - TO BE READ AND SIGNED BY ALL STUDENTS TO CERTIFY THE ACCURACY OF THE INFORMATION PROVIDED.

I certify that I have provided complete and accurate responses to the items on this application. I further certify that all documents submitted in support of this application are authentic and unaltered records that pertain to me. I hereby authorize the release of any information submitted by me in connection with this application to any person, firm, corporation, association or government agency, but only to verify or explain the information, obtain pertinent records, or in connection with perjury proceedings.

I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

Signed at \_\_\_\_\_  
City and County Applicant's Signature Date

<b>OFFICE OF ADMISSIONS &amp; RECORDS</b>		
Reviewed by: _____	Signature _____	Date _____



## TUITION REFUND POLICY (In Case of Withdrawal or Dismissal)

- 1) If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
- 2) The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
- 3) If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
- 4) Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - a) more than seven days after the effective contract date and
    - i) at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii) less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - b) after the contract start date
    - i) but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii) and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 5) Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 6) If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 7) The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
- 8) Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a) of the date the institution receives a student's notice of withdrawal,
  - b) of the date the institution provides a notice of dismissal to the student,
  - c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - d) after the first 30% of the hours of instruction if section 3 of this policy applies.
- 9) If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - b) the program is provided solely through distance education.

<b>SIGNATURE OF STUDENT:</b>	<b>DATE:</b>
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### TWO YEAR UNIVERSITY REQUIREMENT

**Note: Graduates of the Diploma of Acupuncture, Herbology, and Practitioner of Oriental Medicine Programs who have met the requirements of the College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA) of BC, which includes 60 university credits of liberal arts or sciences, will be eligible to sit for the Canadian national registration exam to become Registered Acupuncturist, Herbalist, and Practitioner of TCM in the province of British Columbia. Based on reciprocity agreements, this distinction permits registrants to practice acupuncture across Canada.**

#### TWO YEAR UNIVERSITY REQUIREMENT

**CTCMA Bylaw Section 48 (1)(a.1) effective December 28, 2009**

*“successful completion of not less than two (2) years of liberal arts or sciences study (comprised of at least 60 credits) in an accredited college or chartered/approved university acceptable to the registration committee,”*

**Effective December 28, 2009: ALL applicants for registration are required to fulfill this requirement.**

**Previously a similar requirement was included in Schedule E; it applied only to BC students and included equivalent courses or ‘transferable’ credits. The current requirement applies to ALL applicants and refers only to university courses in liberal arts/ sciences.**

**No applicants will be accepted to write the CTCMA competency examinations without this requirement ..... all applicants for registration must complete 2 years of university education before applying for registration.**

- **BC** graduates and students – submit transcript from accredited college or university.
- **Quebec** graduates and students - Quebec Ministry of Education issues a transcript confirming Diplome d’etudes collegiales (DEC). For university admission, these students are normally granted 30 credits of advanced standing, reducing a 120-credit requirement to 90 credits or 6 semesters. Some degrees require additional semesters for completion, i.e. B.Eng. Please note the citation on the CEGEP transcript will be:

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(Year, i.e. 2000) DEC (diplome d’etudes preuniversitaire)

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The Quebec Ministry of Education transcript is preferable to the CEGEP transcript.  
The CEGEP DES (Diplome d’etudes secondaires) is **NOT** the same as the DEC.

- **Other Canadian provinces:** Please provide CTCMA with a transcript from the institution you attended. CTCMA **may** require you to obtain a basic credential evaluation report from ICES, depending on the courses/institution.
- **Outside Canada.** Please provide CTCMA with a basic credential evaluation report from ICES (International Credential Evaluation Services)

International Credential Evaluation Services (ICES),  
3700 Willingdon Avenue, Burnaby, British Columbia, V5G 3H2  
Telephone: 604-432-8800 Toll Free (N. America) 1-866-434-9197  
<http://www.bcit.ca/ices/>

**SIGNATURE OF STUDENT:**

**DATE:**

### ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

For all programs offered in English at Central College, applicant must demonstrate language proficiency by submitting one of the followings. (See the attached Language Proficiency Assessment Policy)

**Language proficiency requirements are admission requirements and may not be waived by either the institution or the student.**

- International English Language Testing (IELTS): Minimum score of 5.0; or
- Test of English as a Foreign Language (TOEFL) with a minimum score of 45 (IBT) or 180 (CBT); or
- Test of English for International Communication (TOEIC) with a minimum score of 600; or
- Successful completion of Central College ESL Level 4 or ESL level assessment test result satisfying level 4 or above.  
(Note: The score is valid only for two years from the issuance date)

**SIGNATURE OF STUDENT:**

**DATE:**



## STATEMENT OF PURPOSE

Please write a statement of your background and purpose to study in the proposed major (preferably in English).  
Do not make your statement of purpose too general.



## CHECK LIST

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- Have you enclosed the \$150 application fee payable to Central College?
- Have you enclosed the completed Application form?
- Have you enclosed your official academic records/transcripts?
- Have you read, understand and sign on Tuition Refund Policy for acknowledgment?
- Have you read, understand and sign on Two Year University Requirement set by CTCMA for acknowledgment?
- Have you read, understand and sign English Language Proficiency Requirement Policy for acknowledgment?
- Have you enclosed a copy of your photo ID (i.e. Passport, Driver's Licence)?
- Have you submitted your education credential for ICES report?(If applicable)
- Did you complete the Statement of Purpose? (Optional)
- Did you enclose the proof of language proficiency? or
- Plan to either take ESL assessment test or ESL program