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INTERNATIONAL STUDENT GUIDE FOR PRE-ADMISSION AND FORMAL APPLICATION FOR ADMISSIONS

THE ROYAL ALBERTA COLLEGE (RAC) IS A GOVERNMENT OF ALBERTA REGISTERED NOT-FOR-PROFIT ORGANIZATION AND IS LICENSED BY THE ALBERTA GOVERNMENT MINISTER OF ADVANCED EDUCATION UNDER THE ALBERTA POST SECONDARY PVT ACT.

TABLE OF CONTENT

Introduction from The Chief Registrar	3
Facilities	4
Application for Pre-Admission Requirements and Process	6
A Comparison Chart Between The Royal Alberta College And Other Colleges	7
International Student Pathway	10
Student Pre-Admission Application Process	11
Sample of The Pre-Admission Interview Form	12
Language Proficiency Testing	15
Grading for Interviews	16
Undergraduate Diploma Programs Offered	18
Multi-Language Educational Assistant Diploma	19
Multi-Language Medical Office Assistant (Moa)	20
Business Administration & Applied Communication With A Minor (BA & AA W/M)	22
Undergraduate Diploma Course Fees	
Classroom Resources	24
Health Insurance	25
Housing	26
Cell phones Weather Banking Clothing	26
Food Public Transportation Driving	27
Work Experience Through Practicum Placement	28
Independent Work While Attending School	32
Preparing for Your Arrival	33
What To Bring With You	34
Briefing of Relevant Policies And Procedures	40

INTRODUCTION



“Our graduates are equipped with the skills and adaptability needed to tackle the challenges for today and changes for tomorrow”

On behalf of The Board of Governors, The Office's of The President and The Registrar for The Royal Alberta College, I am honoured to receive your consideration to join one of Canada's most distinguished, and respected private vocational colleges in the country.

The Royal Alberta College (RAC) is licensed and accredited by the Province of Alberta and the Government of Canada's Ministry of Immigration, Refugee and Citizenship for the allowance of International Students. These joint approvals have stringent guidelines to assure our students will receive the proper education for their overall career endeavours.

Our Board of Governors includes highly respected Canadians that provide extensive knowledge and experience that will assure that our students reach our overall objective “...*graduates are equipped with the skills and adaptability needed to tackle the challenges for today and changes for tomorrow.*” is reached.

Our college offers accredited and government approved undergraduate programs that have been created by Alberta Certified Teachers in the fields of Education, Healthcare and Business.

These cohorts were selected from extensive research on labour market demand and were provided to the government who affirmed that these programs do have employment opportunities for graduates. In addition, students will participate in the Work-Practicum-Placement-Program (WPPP) whereby our students will work for credit that will provide them with an opportunity to apply their acquired knowledge in an established work environment. This will allow our students to enhance their resumes with relevant experience to be better prepared when they seek employment after graduation.

As all schools in Canada, we can not guarantee employment after graduation, yet we will assure that our graduates are better prepared than other college students with an overall understanding on what is needed to be successful in Canada as a citizen.

On behalf of the Board of Governors, I would like to thank you for considering The Royal Alberta College and entrusting us with your decision for your international educational needs.

Sincerely yours,

P CHAHAL,
Chief Registrar

FACILITIES



APPLICATION FOR ADMISSION REQUIREMENTS AND THE PROCESS



Admission criteria for students that require a study permit:

1.) All Applicants must have graduated from High School (12th Standard), achieving a minimum mark in their 12th level of studies and received:

- a.) A minimum of 65% overall within a Social Studies course (or equivalent)
- b.) A minimum of 65% within Math (or equivalent)
- c.) A minimum of 70% Overall in English, Language Arts

ALL High School marks must be certified by the issuing school.

2.) All students that have attended a post-secondary schooling must provide their credentials. An applicants credentials must be certified by the issuing school and RAC Staff will compare it to the guidelines set forth by the International Qualifications Assessment Service (IQAS) Criteria for the country of origin. Not passing does not exclude the student from applying to a program, grades are used for assessment of capabilities not academic standing.

A COMPARISON CHART BETWEEN THE ROYAL ALBERTA COLLEGE AND OTHER COLLEGES

FOLLOWING-UP WITH STUDENTS:

Other schools:	Benefits of The Royal Alberta College:
Schools in Alberta are not required to follow up with students that require study-permits (only with Alberta residents). Schools do not continue relationships with students after they graduate. After graduation resources at other colleges are usually only for enrolled students.	The RAC ensures relationships are created and continue with our students after they graduate. The college has international educators with more than 25 years of experience in teaching international students. These educators and the school administrators have created an Alumni Association whereby these students can continue to connect, share and receive the support when they need.

WORK-LIFE-HOLIDAY BALANCE:

Other schools	Benefits of The Royal Alberta College
<p>Other schools' calendars follow the postsecondary semester calendar system. This means that holidays are limited. Therefore, students are limited on the hours they can work (during school time students can only work 20hrs per week, but on school breaks they can work more).</p>	<p>Most colleges in Canada have full-time studies that require students to be in the classroom for 35+ hours per week, this decreases the opportunity for students to obtain employment to earn money while enrolled in school. This is even more burdensome for international students that are limited to work at a maximum of 20 hours per week (unless during a set term break according to Citizenship Immigration Canada et. 2019).</p> <p>Since the RAC is a specialized International School we have structured our cohorts to enable our students to have more opportunity to earn money while attending. The RAC has many work for credit practicum courses, these practicums have structured our courses to follow the school year breaks of the public education systems (EPSB/ ECSD).</p> <p>This means Royal Alberta College students have more breaks and do not shadow the other major schools, (the combined enrollment between five post-secondary schools in Edmonton is around 79,000+ students). Most of these students will be</p>

competing amongst each other for part-time jobs on their set breaks.

Our students will have a better opportunity to work as they do not compete with the 79,000+ students that flood the employment market looking for work at specific breaks times.

In addition, the RAC follows ALL of the holidays in Canada, and also the national holidays that our students originate from. For example; we observe the holidays in India such as Lohri, Republic, Holi, Independence Day, Diwali.

The holidays that are observed by other countries yet not recognized in Canada are compounded and provided as an additional week of holidays. This time period is established by the school at the beginning of the year.

TIME INSIDE THE CLASSROOM

Other School's

Most post-secondary schools dictate class start times to their students, these times are usually not created in consultation with the educator nor consider if the student has other responsibilities or obligations (work).

Benefits of The Royal Alberta College

There is an ample amount of academic studies that provide evidence that there is a correlation between rest and better performance inside the classroom. Simply put, students that are properly rested and receive breaks while learning perform better in school (we encourage you to Google this)

Classroom time is set at the RAC to allow students have a work-academic-life balance. We, at the RAC understand that students work long hours and having long days inside a classroom are not productive to work-academy-life balance. Our classes start on the average at around 0930 and end at around 1400 hours. We have created this type of schedule to allow our students an opportunity to start their learning mid-morning (some classes do start at 0830), then take time to decompress over some tea and friendly conversation with classmates and advisors. Having an earlier dismissal allows our students to become more beneficial to employers and their schedules, therefore becoming more employable.

TEXTBOOKS

Other School's	Benefits of The Royal Alberta College
<p>Other schools make agreements with textbook publishers to retail their textbooks to their students. This requires that students buy the book (average cost is \$145.00 CAD+ per book and this cost is usually calculated into the tuition of International Students) and most books are used for only a few chapters.</p> <p>These non-electronic books require the student to bring them to every class, creating excess weight and strain.</p>	<p>The Royal Alberta College pairs technology with your course work. On orientation day students receive their tablet and will load their reading material and software (Google Classroom). This eliminates the hassle of carrying textbooks to and from class, therefore our students have one source to access all their requirements. Their tablet can continue to be of great use once they enter in their field of employment.</p> <p>Since the reading materials are electronic based, this allows the RAC to select specific chapters of texts to be acquired, thereby dramatically decreasing the total costs, therefore reducing the overall cost of tuition.</p>

TECHNOLOGY

Other School's	Benefits of The Royal Alberta College
<p>Other schools use Moodle, blackboard and other resources. These resources are acceptable for academic standards. Yet, the lack of focus on tools that are used in everyday life in the workplace (like Google) can cause these students to be at a disadvantage.</p>	<p>The Royal Alberta College is a Google Classroom certified Post-Secondary Educational Institution, this is a very prestigious designation and has all resources that Google makes available to its certified teaching facilities.</p> <p>Students that attend The Royal Alberta College will become efficient in resources that are currently being used in the common workplace such as Google based software. In addition, The Royal Alberta College use Google Classroom due to the fact that a large amount of K-12 Schools use them. Therefore, when practicums are placed, our students can flourish in their practicing environment.</p>

PRICE

Other School's	Benefits of The Royal Alberta College
<p>Recruiters/Agents/Consultants are paid several times for one student placement in Canadian Dollars and paid in the excess of FOUR THOUSAND Dollars per student (this process is volume based). The cost of the recruiter is included into the tuition of the International Student, causing an inflation of four thousand or more dollars into their tuition and is a large factor for their increased fees. If the student pays the school directly the student does not receive a fee reduction.</p>	<p>The Royal Alberta College is a registered not-for-profit post-secondary entity, we are responsible to manage the proceeds from tuition for the best interest of our college and utilize proceeds for reducing tuition and other fees. The tuition for International Students is significantly lower compared to other schools in Canada, without any loss in the quality or status of the level of education.</p>

EDUCATORS

Other School's	Benefits of The Royal Alberta College
<p>Most colleges do not have instructors that are educators, these instructors are not designated as teachers nor professors who have been hired on their previous work experience in the industry.</p>	<p>Professors, teachers and educators at RAC must have teaching experience and work experience in their field of expertise.</p> <p>The Royal Alberta College has made an agreement with the Government of Alberta that the teaching staff must meet the minimum standard of:</p> <p>A four- or five-year degree Bachelor Degree in Education (B.Ed.), Science (BSc) or a Master Degree (MBA) in Business or higher (PhD.)</p> <p>Or</p> <p>10 years of professional work experience within Industry,</p> <p>OR</p> <p>8 years teaching adult education</p> <p>OR</p> <p>10 Years teaching regular classroom</p> <p>And active memberships within their profession.</p>

ENGLISH PROFICIENCY TESTING FOR ADMISSIONS

Other School's	Benefits of The Royal Alberta College
<p>Most schools in Canada have hired agencies in other countries that undertake the recruitment process for their college, the recruiters require student applicants to pay them for their language testing services.</p> <p>Applicants are required by the recruiters to take the IELTS paying hundreds of dollars, which in turn goes back to the agent/recruiter/consultant and is provided to the school in Alberta as a qualification.</p> <p>This is frustrating to the students as when they do apply for their "PR", they must retake the IELTS here in Canada, as the one in India is not accepted by the Government of Canada. Therefore, the applicant for PR must pay again. The main question that prevails is that "If the one in India is not accepted for PR, then why is it being used for admission criteria here?"</p>	<p>The Royal Alberta College has a PRE-Admission process, that will be done either online, or in person in India whereas the applicants are personally interviewed to be permitted to apply. This is done for the following reasons:</p> <ol style="list-style-type: none"> 1.) So many students are attending schools here without a basic understanding of English, thereby unable to pass an interview to get jobs that lead them down the path for PR. Having proper spoken-english is key for success. 2.) The language proficiency test completed in India may not be merited as true, as stated in the adjacent column that applicants for PR must re-take and the tests from India have no relevance. 3.) As per statement on the "Language Proficiency Testing" subsection of the RAC website whereby the former Alberta International Education website stated that there is no standardized testing and it is simply recommended, and it is up to each institution to determine their requirements

REGIONAL PRE-ADMISSION OFFICE WITH NO AGENTS

Other School's	Benefits of The Royal Alberta College
Do not have regional offices in India.	<p>RAC does not use agents, we have representatives that we have created a relationship with. We did this for several reasons:</p> <p>1.) First, we want to allow students and their parents to have a direct dialogue with the college instead of connecting through a recruiter. This provides parents and applicants an opportunity to ask questions directly to the admission centre and get a response in a timely manner. Other schools do not have this ability to communicate with families of students.</p> <p>2.) The centre in India (and in other regions) will be opened 2020-2021 to help applicants save money in their admissions. The Royal Alberta College has implemented another process that will reduce output costs while assisting applicants.</p>

ENROLMENT CAP

Other School's	Benefits of The Royal Alberta College
<p>Most schools in Alberta have a non-capped enrollment this is not good for three important reasons:</p> <ol style="list-style-type: none"> 1.) Too many students graduate with similar diplomas therefore the competition is very high, this competition is caused by the enacted high enrollment initiated by the schools. 2.) Due to high enrollments most students do not have a chance to engage with their instructors beyond classroom time. 3.) Flood the employment market during school breaks. 	<p>The RAC has a total enrollment cap for admissions at 60 seats per program, whereas no student will be accepted under any situation after the 60th students is accepted. This is done to control the teacher to student ratio allowing the students to connect with the educator better, and as stated earlier we want our students to be successful in finding work. ...</p>

WORK PRACTICUM PLACEMENT FOR CREDIT & JOB PREPARATION WHILE IN SCHOOL

Other School's	Benefits of The Royal Alberta College
<p>Most colleges have a career advisor that will provide insight on how to apply for a job after they graduate. This does not help the student while they are currently attending college, in addition almost all colleges in Canada do not have a work-for-credit practicum for international students, due to the uncertainty of the international student's ability to become cultured with English proficiency.</p>	<p>Job experience is vital to gain employment and having work experience in a student's area of study is key for their pursuit in becoming a permanent resident. We have learned from our teachers that a vast majority of international students don't have transferable work experience; or their resumes are not translated properly for opportunities in Canada.</p> <p>The Royal Alberta College curriculum teaches classes during the school year that will enable international students to be better candidates to find work during the school year for entry level jobs. This is bettered by our work-for-credit practicums that allow our students the much-needed work experience that students require to have a complete resume. *Practicums are available based on industry needs therefor practicums are not guaranteed.</p>

REFERRAL SERVICE

Other School's	Benefits of The Royal Alberta College
<p>Since all schools use recruiters, they will not offer further money to their students for referrals.</p> <p>If an enrolled student has a friend that wishes to enroll at their school, the school will request that all referrals go to the recruitment agency and no money is paid for this referral.</p>	<p>The Royal Alberta College offers a monetary incentive to enrolled students if they refer an applicant that is approved for admission, this amount is paid in the form of a credit cash card (Visa or Mastercard) of \$500 CAD To learn more visit www.Alberta.College and see "Referral Program" in the top header.</p>

USE OF CONSULTANTS FOR IMMIGRATION ASPECTS

Other School's	Benefits of The Royal Alberta College
<p>Most schools provide counsellors that are only permitted to provide advice on academic aspects that are specific to enrolment of classes. They then direct students to a website where the student can engage a consultant directly.</p> <p>Immigration consultants must be registered as per the Canadian Federal Government Bill C-35 "The Cracking Down on Crooked Consultants Act." – Created by the former Canadian Federal Minister of Immigration (now the Premier of The Province of Alberta). This Bill was created to protect those that wish to migrate to Canada.</p>	<p>The Royal Alberta College will have lectures on the immigration process for obtaining permanent residency or express entry. These lectures will be conducted by members of the Alberta Law Society; therefore no "immigration consultants" are needed (Bill C-35 Act wouldn't exist unless protection was needed to safeguard students from consultants...this why we utilize Alberta Law Society Members). Upon completion of these lectures' students will have obtained resource information and can approach the lecturers directly on their own time to receive legal advice.</p> <p>Canadian lawyers do NOT need to be members of the Immigration Consultants Association of Canada or other applicable memberships, as they are held to the highest level of professional standards.</p>

OUTINGS AND TRIPS

Other School's	Benefits of The Royal Alberta College
<p>Other schools use trips and outings as another separate revenue income and charge international student groups tens of thousands of dollars (for each attendee) just for educational outings that we provide.</p>	<p>The Royal Alberta College will have numerous outings and trips within the City of Edmonton and potentially in other parts of Alberta to show students real life applications of things that they have learned. For example, as a part of understanding Canadian culture students can expect to visit City Hall, the Alberta Legislative Assembly, go ice skating and visit heritage sites like the Ukrainian Village etc.</p>

ATTENDANCE REPORTING

Other Schools

Most schools have very strict attendance policies specifically for International students. Students are monitored if they are present, tardy (late) or leave early, excused or unexcused. Most schools have an expulsion policy for international students that miss 3 or more classes that are not justified and require a doctor's note for a medical excuse (a medical notes cost between 25- 45\$ per note)

Benefits of The Royal Alberta College

At the RAC the educators have created an attendance system that is in the best interest for the student and educator. The RAC uses a Self-Declaration form whereby the student must submit a form, to notify their educator on the reason they are missing class.

The Royal Alberta College recognizes that you may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect your ability to attend required classes, tests, exams or submit coursework.

You can use this form to report when you miss or are late for required class participation, tests, exams, or other college or school-specific program work.

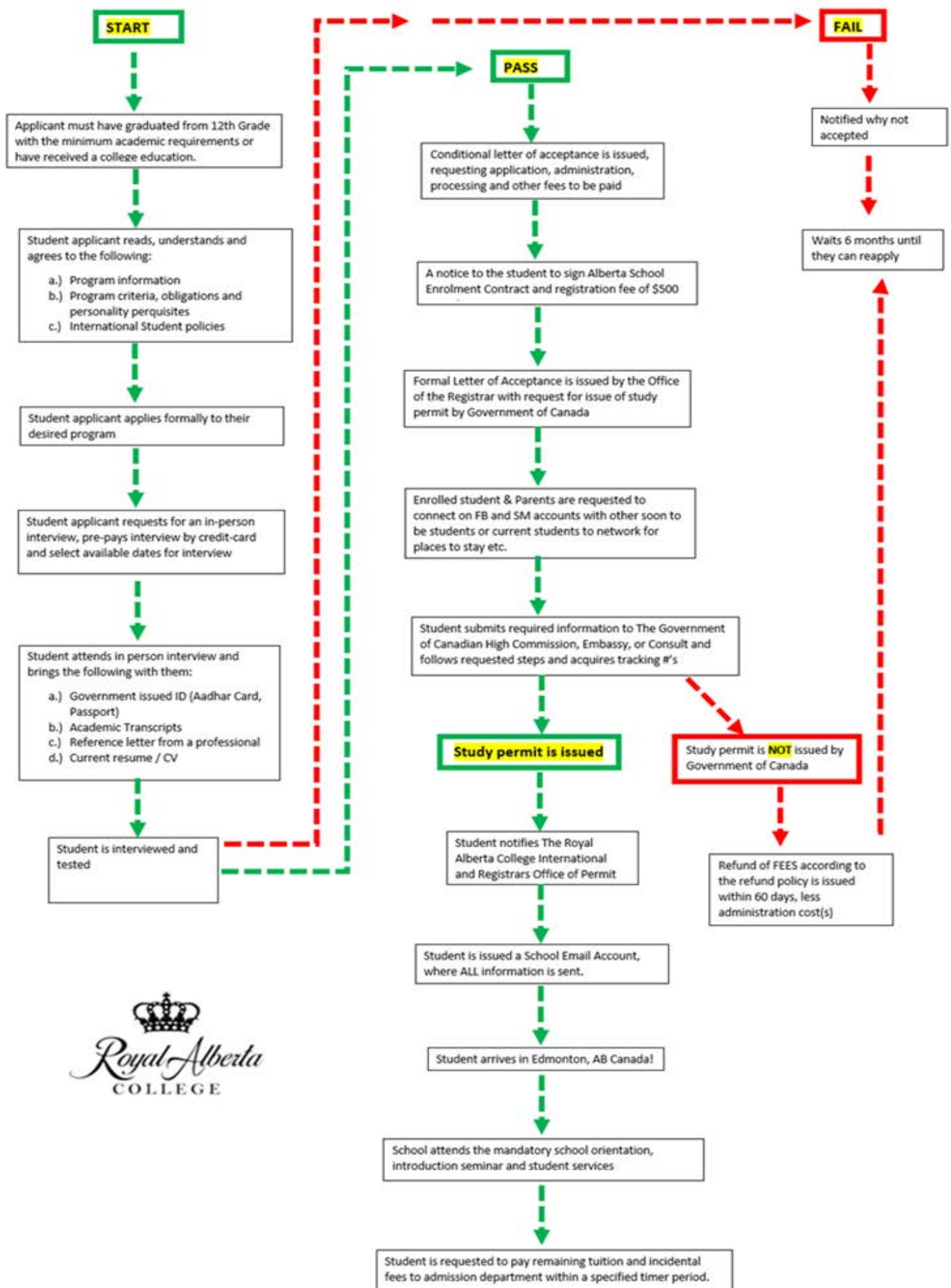
You may not use this form for final coursework or exams, fieldwork, practicums (including work-integrated learning for credit), co-op work terms, internships, and labs.

If you experience a short-term absence that is no longer than 3 consecutive days, you must:

- Notify your instructor by email and;
- Submit this form to your instructor, or other authorized person, by email, on-line through Google Classroom, or in-person within three (3) days following your last day of absence.

INTERNATIONAL STUDENT PATHWAY

June 28, 2019



Student Application Process

The quality of the education and practicum placement is dependent on the abilities of our students, therefore The Royal Alberta College (RAC) is very diligent in selecting the most capable students to attend our school.

The information collected through the submission of your document is protected upon direct submission to The Royal Alberta College. The information provided within the requested documents is to assess the applicant's pre-admission.

This is not the formal registration process. Documents are required to be filed out by all students that require study permits to attend The Royal Alberta College. Most answers can be answered in a Yes, No or Not Applicable (NA) format, otherwise present as much detail as possible. Your application is being assessed on the quality of information.

Your contact information will be used to engage you for an informal online interview, prior to the in-person interviews** that will be in throughout the world. Only applicants that complete this process will be permitted to attend the formal in-person interview and information session; in person interviews only happen twice a year.

FIRST, you must DOWNLOAD APPLICATION FORM FROM THE COLLEGE WEBSITE

Upon completing this PDF, you are requested to submit by EMAIL to the College directly, DO NOT EMAIL IT TO ANYONE ELSE OUTSIDE THE COLLEGE-

DO NOT RENDER ANY FEES TO ANY REPRESENTATIVE ACTING ON BEHALF OF THE COLLEGE AT ANY TIME.

THE ROYAL ALBERTA COLLEGE WILL ONLY ACCEPT PAYMENT THROUGH A FINANCIAL INSTITUTION - BANKING INFORMATION IS FOUND WITHIN THIS HANDBOOK, AND CAN BE VERIFIED BY THE OFFICE OF THE REGISTRAR DIRECTLY AT ANYTIME.

- Upon completing this document, you shall do the following:
Pay the fee and reference your LAST NAME and MONTH OF BIRTH
Send an email to: International@Alberta.College advising that you have submitted your application, paid the fee and provide your LAST NAME and MONTH OF BIRTH.

You will be assigned an online interview date and time.

Submission and acceptance for an online interview does not guarantee acceptance into the program, it is the first step for registration into the International program.

**Fees are subject to change with notice*

***In person interviews are subject to availability of RAC staff, selected applicants will be notified of dates and the locations within a 2-weeks period prior to these interviews.*

IMPORTANCE NOTICE: If the origin of country is not accessible by RAC staff then the RAC staff can elect to have online interviews as a formal registration process

PRE-ADMISSION INTERVIEWS

A personal pre-admission interview, (fee-for-service) this is where you will provide evidence that you are fluent in reading, writing and speaking in English. Interviews will be arranged prior to application. Be prepared to show knowledge of your chosen field and how you will fit in professionally. You need to show commitment and enthusiasm for learning and financial stability during training.

Pre-Admission Interviews will require applicants to bring:

- A. Evidence of age (must be 19 years of age or older, exceptions may apply)
- B. Transcript of ALL MARKS including high-school marks, post-secondary education, and language proficiency exam results.
- C. Keep in mind that you will be required to provide two professional references (former employer, supervisor, teacher etc.) That can provide insight on your abilities.

Transcripts will be utilized to assess the student's ability within a classroom, pass and fail marks DO NOT result in rejection into the college.

SPOKEN ENGLISH IS IMPORTANT.

Sample of The Pre-Admission for An Interview Form (page 1):



Our graduates are equipped with the skills and adaptability needed to tackle the challenges for today and changes for tomorrow.

- Program applying for:
- Education Assistant
 - Medical Office Assistant
 - Business Admin

The quality of the education and practicum placement is dependent on the abilities of our students, therefor The Royal Alberta College (RaC) is very diligent in selecting the most capable students to attend our school. The information collected through the submission of this document is protected upon direct submission to The Royal Alberta College. The information provided within this document is to assess the applicant’s pre-admission. This is not the formal registration process. This document is required to be filed out by all students that require study permits to attend The Royal Alberta College. Most answers can be answered in a Yes, No or Not Applicable (NA) format, otherwise present as much detail as possible. Your application is being assessed on the quality of information.

Applicants information:

Last Name: _____

Middle Name: _____

First Name: _____

Fathers full name: _____

Fathers occupation: _____

Mothers Maiden Name: _____

Mothers occupation: _____

Applicants Place of Birth: _____

Applicants Date of Birth: _____

Prior education/ Scholastic Achievement:

Highest level of education completed: _____

Schools graduated from:

Professional or personal development courses completed (including online):

Have you had any English proficiency testing completed? YES NO

If yes, from where? _____ Please list name of test and scores:



Our graduates are equipped with the skills and adaptability needed to tackle the challenges for today and changes for tomorrow.

Can you obtain an academic reference from a former teacher, school administrator? Yes/No

Languages spoken: _____

Languages written: _____

Life experience:

Have you travelled outside your country of birth independently? YES NO

Have you lived independently? YES NO

Have you had formal employment? YES NO

If yes, where:

- 1.) _____
- 2.) _____
- 3.) _____

Who was your supervisor(s)? _____

What were your duties? _____

How long did you work there? _____

(Please attach a resume/cv. If you have an extensive employment history)

YES IT IS ATTACHED NOT ATTACHED

Do you have experience in working with children? YES NO

Have you every been convicted or charged of a criminal offence anywhere? YES NO

Applicants contact information:

Complete address (where mail can be sent to): _____

WhatsApp #: _____

Phone Number with country code: _____

Facebook: _____

Email address (Gmail is preferable): _____

Your contact information will be used to engage you for an informal online interview, prior to the in-person interviews** that will be in Kiev, Ukraine, or in Chandigarh, India. Only applicants that complete this process will be permitted to attend the formal in-person interview and information session; in person interviews only happen twice a year.

Upon completing this PDF, you are requested to submit it online through our site – DO NOT EMAIL IT TO ANYONE ELSE -

Cost for administration of this document is \$50.00* – Fifty Canadian Dollars and is paid by PayPal directly to The Royal Alberta College, this fee is non-refundable. DO NOT PAY ANY OTHER ENTITY FOR ANY FEES OTHER THAN THE COLLEGE DIRECTLY THROUGH A FINANCIAL INSTITUTION OR CREDIT CARD COMPANY NO MONEY ORDERS ARE ACCEPTED. Fees to administrate this document are not applicable towards tuition.

Upon completing this document, you shall do the following:

The Royal Alberta College is a registered Alberta Not-for-profit Private Vocational College licenced under the authority the Government of Alberta's Minister of Advanced Education through the Private Vocational Act.



Our graduates are equipped with the skills and adaptability needed to tackle the challenges for today and changes for tomorrow.

- 1.) Pay the fee and reference your LAST NAME and MONTH OF BIRTH <check>
- 2.) Send an email to: International@Alberta.College advising that you have submitted your application, paid the fee and provide your LAST NAME and MONTH OF BIRTH. <check>
- 3.) You will be assigned an online interview date and time.

Submission and acceptance for an online interview does not guarantee acceptance into the program, it is the first step for registration into the International program.

**Fees are subject to change with notice*

***In person interviews are subject to availability of RaC staff, selected applicants will be notified of dates and the locations within a 2-weeks period prior to these interviews. If the applicant pool is limited, the RaC Staff can elect to have online interviews as a formal registration process.*

By providing your signature and providing the applicable fee for administration of this document you agree to the terms and conditions of this form and that are set forth by the RaC.

Signature of applicant: _____

Date:

Send by email now:

We look forward in meeting with you!



Office of International Studies
C/o The Office of the Registrar.
The Royal Alberta College
Edmonton, AB, Canada.
International@Alberta.College

BANKING INFORMATION FOR DIRECT DEPOSIT BY
WIRE TRANSFER ARE AS FOLLOWS

BANK NAME: TD CANADA TRUST
TRANSIT NUMBER: 02269
FINANCIAL INSTITUTION NUMBER: 004
DESIGNATION NUMBER: 7750
ACCOUNT NUMBER: 5248449

***KEEP A RECORD OF YOUR TRANSACTION AND
NOTE THE REFERENCE # IN YOUR EMAIL,
SCREEN-SHOTS FROM YOUR PHONE ARE ALSO
RECOMMENDED.**

LANGUAGE PROFICIENCY TESTING:

Language examination	Standard passing score	RAC requirements
Test Of English as Foreign Language computer-based exam (TOEFL iBT)	53-100	65-100
International English Language Testing System (IELTS) Academic	5-8	6-8
Canadian Academic English Language (CAEL) Assessment	50-70	55-75
Cambridge English exams	CAE-C, CAE-B, CPE-C	CAE-B, CPE-C
Canadian Language Benchmarks (CLB)	7-9	8-9
The Michigan English Language Assessment Battery (MELA)	80-92	82-92
CanTEST	4.5	5.5

ABOVE are the base requirements for language proficiency and our recommendations based on industry standards, that you will be required to meet::

*Each institution has the ability to determine its own academic admission requirements, including setting minimum levels of English language proficiency for entrance requirements. **There are no system or program-wide requirements for English language proficiency for post-secondary institutions.***

*The Ministry expects that institutions will set language requirements at levels that meet accepted industry standards and practices and ensure international students can be successful in their program of study. **Therefore, the Royal Alberta College elects to undertake***

several methods to assure that we are accepting high quality of students that are fluent in the needed English skills.

The Royal Alberta College does not use recruiters; and we are in the process of opening an admission centre in India.

We did this for several reasons: Firstly, to allow students and their parents to have a direct dialogue with the college instead of connecting through a recruiter, therefore providing parents and applicants an opportunity to ask questions directly to the admission centre and get a response in a timely manner, whereas other schools do not have this ability to communicate with families of students.

Secondly, the centre in India was opened to help applicants save money in their admissions. Royal Alberta College has implemented another process that will affirm the actual language proficiency of our applicants. **Our system has been created by Alberta Certified Teachers.**

The Royal Alberta Colleges English Proficiency Assessment options are:

1.) Students that are applying for admission can take any of the proficiency testing as listed above by the Government of Alberta, the applicant will provide their successful completion certificate to the Office of Admissions in India or to the Office of the Registrar in Canada (by email) with the required fees.

To affirm the applicants ability to read, write and speak in English fluently, the applicant will have a pre-admission interview prior to the formal application process.

This is when an applicant will be interviewed by a local staff member or will have an online interview with an Alberta College Admission Officer from Canada (you will be required to have a WhatsApp or Google Hangouts Account.)

Applicants will be asked specific questions, and then graded on their ability to answer the questions based on their fluency and the usage. (modify)

Lastly, applicants will be asked to complete a handwritten essay, and submit it in person or by email in a pdf format.

The essay will answer the following questions:

- Explain why you would like to attend The Royal Alberta College,
- Explain why you selected the program you wish to enroll in,
- Explain what you know about Edmonton, Alberta.

Applicant MUST be able to read, write and speak fluently in ENGLISH

PRE-APPLICATION SUMMARY:

- 1.) Applicant fills out forms
- 2.) Applicant renders fee
- 3.) Applicant notifies RAC of their payment
- 4.) RAC notifies applicant of date and time of:
 - a.) In person interview
- OR-
- b.) Online interview
- 5.) Applicant is interviewed and graded
- 6.) Applicant is notified up to 5 days after their interview of pass or fail.
- 7.) If applicant passes, they sign the Government of Alberta student contract and commence forth with the formal registration process.

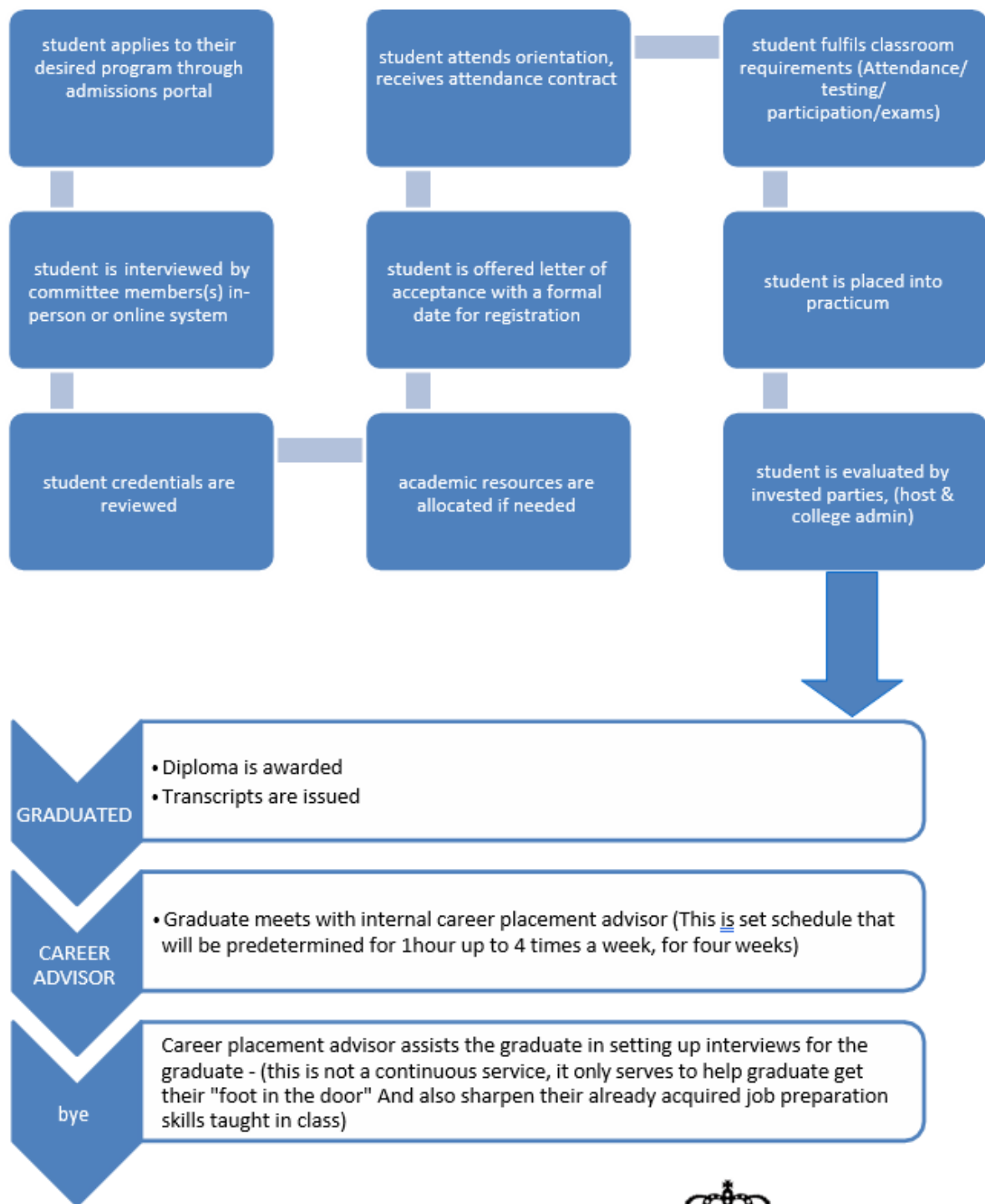
The following grading criteria will be applied for the essay and interviews:

Interview Assessment Guidelines:

	Needs Improvement	Satisfactory	Good	Excellent
Grammar	<p>Needs Improvement</p> <p>Applicant was difficult to understand and had a hard time communicating their ideas and responses because of grammar mistakes.</p>	<p>Satisfactory</p> <p>Applicant was able to express their ideas and responses adequately but often displayed inconsistencies with their sentence structure and tenses.</p>	<p>Good</p> <p>Applicant was able to express their ideas and responses fairly well but makes mistakes with their tenses, however is able to correct themselves.</p>	<p>Excellent</p> <p>Applicant was able to express their ideas and responses with ease in proper sentence structure and tenses.</p>
Pronunciation	<p>Needs Improvement</p> <p>Applicant was difficult to understand, quiet in speaking, unclear in pronunciation.</p>	<p>Satisfactory</p> <p>Applicant was slightly unclear with pronunciation at times, but generally is fair.</p>	<p>Good</p> <p>Pronunciation was good and did not interfere with communication</p>	<p>Excellent</p> <p>Pronunciation was very clear and easy to understand.</p>
Vocabulary	<p>Needs Improvement</p> <p>Applicant had inadequate vocabulary words to express his/her ideas properly, which hindered the applicants in responding.</p>	<p>Satisfactory</p> <p>Applicant was able to use broad vocabulary words but was lacking, making him/her repetitive and cannot expand on his/her ideas.</p>	<p>Good</p> <p>Applicant utilized the words learned in class, in an accurate manner for the situation given.</p>	<p>Excellent</p> <p>Rich, precise and impressive usage of vocabulary words learned in and beyond of class.</p>
Comprehension	<p>Needs Improvement</p> <p>Applicant had difficulty understanding the questions and topics that were being discussed.</p>	<p>Satisfactory</p> <p>Applicant fairly grasped some of the questions and topics that were being discussed.</p>	<p>Good</p> <p>Applicant was able to comprehend and respond to most of the questions and topics that were being discussed.</p>	<p>Excellent</p> <p>Applicant was able to comprehend and respond to all of the questions and the topics that were being discussed with ease.</p>
Background Knowledge	<p>Needs Improvement</p> <p>Applicant was lacking in background knowledge which hindered his/her responses to the questions regarding class materials.</p>	<p>Satisfactory</p> <p>Applicant showed decent background knowledge of class material, making his/her responses incomplete.</p>	<p>Good</p> <p>Applicant displayed well knowledge of class information and topics.</p>	<p>Excellent</p> <p>Applicant presented excellent background knowledge from class topics and was able to add more information in their response.</p>
Fluency	<p>Needs Improvement</p> <p>Speech is very slow, stumbling, nervous, and uncertain with response, except for short or memorized expressions. Difficult for a listener to understand</p>	<p>Satisfactory</p> <p>Speech is slow and often hesitant and irregular. Sentences may be left uncompleted, but the applicant is able to continue.</p>	<p>Good</p> <p>Speech is mostly smooth but with some hesitation and unevenness caused primarily by rephrasing and groping for words.</p>	<p>Excellent</p> <p>Speech is effortless and smooth with speed that comes close to that of a native speaker.</p>
Conventions - stance - volume - eye contact	<input type="checkbox"/> resembles an unrehearsed presentation with little or no performance aspects <input type="checkbox"/> eye contact absent	<input type="checkbox"/> some evidence of rehearsal and performance <input type="checkbox"/> some eye contact	<input type="checkbox"/> carefully rehearsed and performed <input type="checkbox"/> more eye contact and volume effective without dropped points	<input type="checkbox"/> effectively rehearsed and performed <input type="checkbox"/> volume and eye contact present and maintained effectively

ESSAY

Aspect	Not Yet Within Expectations	Minimally Meets Expectations	Fully Meets Expectations	Exceeds Expectations
Snapshot - overall impact	<i>The writing is often fragmented it may be long and rambling or too brief to accomplish the purpose</i>	<i>The writing presents connected ideas that accomplish the basic purpose or task.</i>	<i>The writing is clear, complete, and accomplishes the purpose or task.</i>	<i>The writing is clear, focused, and fully developed; it accomplishes the purpose and creates desired impact.</i>
Meaning - ideas and information - use of detail - use of sources	<input type="checkbox"/> purpose is unclear; focus is not sustained <input type="checkbox"/> examples, details are irrelevant, too general or simplistic <input type="checkbox"/> information is incomplete, may be inaccurate	<input type="checkbox"/> purpose clear; focus may waver <input type="checkbox"/> some relevant details and examples <input type="checkbox"/> some accurate information; may be incomplete or poorly integrated	<input type="checkbox"/> purpose is clear; consistent focus <input type="checkbox"/> logically developed with relevant details and examples <input type="checkbox"/> accurate and complete; information; well-integrated	<input type="checkbox"/> tightly focused; well-defined purpose <input type="checkbox"/> vivid, relevant details and examples; may show originality <input type="checkbox"/> accurate and complete information; skillfully integrated
Style - clarity, variety, and impact of language	<input type="checkbox"/> language is repetitive and often unclear <input type="checkbox"/> simple, repetitive sentences	<input type="checkbox"/> language is clear and varied <input type="checkbox"/> some variety in sentences	<input type="checkbox"/> varied language; has some impact; fits purpose <input type="checkbox"/> varied, complex sentences	<input type="checkbox"/> precise language chosen for effect <input type="checkbox"/> varies sentences to create a particular effect
Form: <i>Essays and opinion</i> - introduction - organization and sequence - conclusion	<input type="checkbox"/> opening is not engaging; may omit purpose or thesis statement <input type="checkbox"/> difficult to follow; transitions are weak or missing <input type="checkbox"/> may end without a logical conclusion	<input type="checkbox"/> introduction states simple thesis or purpose; attempts to engage reader <input type="checkbox"/> logical, organization; sequence may be ineffective <input type="checkbox"/> explicit conclusion	<input type="checkbox"/> introduction clearly states purpose or thesis, engages reader <input type="checkbox"/> logically organized and sequenced; varies transitions <input type="checkbox"/> comes to closure; tries to leave an impact	<input type="checkbox"/> introduction catches attention; offers well-developed thesis <input type="checkbox"/> effective sequence and transitions make reasoning clear <input type="checkbox"/> strong conclusion leaves an impact
Conventions - spelling - punctuation - sentence structure - grammar	<input type="checkbox"/> frequent, repeated errors in basic language <input type="checkbox"/> resembles a rough draft; errors are not corrected	<input type="checkbox"/> some errors, but meaning is clear <input type="checkbox"/> some evidence of editing and proofreading	<input type="checkbox"/> may have occasional errors <input type="checkbox"/> carefully edited and proofread	<input type="checkbox"/> may make occasional errors when taking risks <input type="checkbox"/> effectively edited and proofread



STUDENT PATHWAY



UNDERGRADUATE DIPLOMA PROGRAMS OFFERED

**UNDERGRADUATE MULTI-LANGUAGE EDUCATIONAL
ASSISTANT DIPLOMA PROGRAM**

**UNDERGRADUATE MULTI-LANGUAGE MEDICAL OFFICE
ASSISTANT DIPLOMA PROGRAM (MMA)**

**UNDERGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION &
APPLIED COMMUNICATION WITH A MINOR (B A & AC W/M)**

UNDERGRADUATE MULTI-LANGUAGE EDUCATIONAL ASSISTANT DIPLOMA PROGRAM

Occupations for graduates within the Educational Assistant program can include, yet not be limited to:

Senior Care Worker	Government Family
Educational Assistant,	Care Services Aide
Educational Assistants' Assistant	Government Family
Assistant To A Teachers Aide	Care Services
Child & Youth Care Worker,	Assistant,
Children's Festival Assistant	Outreach Worker.
Children's Camp Assistant,	Parks & Recreation
Children's Hospital Aide	Attendant
Children's Recreational Assistant	Pre-School
Community Services Assistant	Assistant,
Parks & Recreation Attendant,	Primary School
Costumer Service Jobs Within	Classroom
The Children's Service Industry	Assistant
Daycare Educator,	Program Leader,
Daycare Leader,	Tutor,
	School Assistant,
	Day home
	Assistant

We have these credible sites to provide you current statistical information on jobs for Educational Assistants:

Workopolis
Neuvoo.ca
Indeed

There are more than thirty job sites in Canada, and dozens in Alberta; be certain to expand your search.

Over 15,700 Albertans are employed in the Elementary and secondary school teacher assistants occupational group. This group is expected to have a below-average annual growth of 1.5% from 2016 to 2020. As a result, 236 new positions are forecast to be

created each year, in addition to job openings created by employment turnover. Note: As educational assistants form only a part of this larger occupational group, only some of these newly created positions will be for educational assistants.

Employment turnover is expected to increase as members of the baby boom generation retire over the next few years. To find out more click this Government of Alberta link: www.Alis.alberta.ca

HOURS FOR MEA DIPLOMA

Description of Instruction	TOTAL HOURS	HOURS PER WEEK	TOTAL WEEKS
Instruction	610*	25*	36*
Practicum	200*	25*	8*
Total length	810*		44 weeks

“*” Denotes, aspects that are subject to change to better enhance learning outcomes.

UNDERGRADUATE MULTI-LANGUAGE MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM (MMOA)

Multi-Language Medical Office Assistant (MMOA) – Within this program, the course curriculum is delivered entirely in English, yet the focus is for those students that have working knowledge of other languages other than English as their primary language, the preferable secondary languages include, yet are not limited to (not listed in particular order)

- French,
- Italian
- Cree
- German,
- Arabic
- Punjabi,
- Hindi
- Philippines
- Chinese
- Cantonese
- Vietnamese,
- Ukrainian,

Upon graduation the general employment fields include, yet are not limited to:

Medical Doctors Office
Dental Office
Office of a Podiatrist
Office of an Optometrist
Office of a Chiropractor
Office of a Multi-disciplinary clinic

Medical Office Assistant salary in Canada

<https://neuvoo.ca/salary/?k=MEDICAL+OFFICE+ASSISTANT&I=&f=&p=1&r=&duc=&v=&source=&sort=Date>

The average Medical Office Assistant salary in Canada is \$33,576 per year or \$17 per hour. This is the same as the Median wage of the country. Entry level positions start at \$24,000 while most experienced workers make up to \$47,000. These results are based on 235 salaries extracted from job descriptions.

Medical Office Assistant salary in Alberta
Salary » Alberta Jobs » Medical Office Assistant jobs in Alberta

Medical Office Assistant \$33,576

Median wage(yearly) – Canada \$32,790

Minimum wage(yearly) – Canada \$20,378

<https://neuvoo.ca/salary/?k=MEDICAL+OFFICE+ASSISTANT&l=alberta&f=&p=1&r=&duc=&v=&source=&sort=Date>

The average Medical Office Assistant salary in Alberta is \$36,678 per year or \$19 per hour. This is around 1.1 times more than the Median wage of the country. Entry level positions start at \$26,000 while most experienced workers make up to \$51,000. These results are based on 21 salaries extracted from job descriptions

Deductions

Gross Salary	36,677.90 \$
Federal tax deduction-	3,213.45 \$
Provincial tax deduction-	1,551.21 \$
CPP deductions-	1,642.32 \$
EI deductions-	608.87 \$

In Alberta, Canada, if you make 36,677.90 \$ a year, you will be taxed 7,015.85 \$. That means that your take home pay will be 29,662.07 \$ per year, or 2,471.84 \$ per month. Your average tax rate is 19.13% and your marginal tax rate is 29.95%. * Deductions are calculated based on the 2015 tables of Alberta, Canada income tax.

Medical Office Assistant, Alberta \$36,678

Median wage(yearly) – Canada \$32,790

Minimum wage(yearly) – Canada \$20,378

This program has a strong focus on enabling verbal communication, students upon graduation shall have the needed skills to find employment within the customer service industry if they choose to pursue.

HOURS FOR MMOA DIPLOMA

Description of Instruction	TOTAL HOURS	HOURS PER WEEK	TOTAL WEEKS
Instruction	610*	25*	36*
Practicum	200*	25*	8*
Total length	810*		44 weeks

“*” Denotes, aspects that are subject to change to better enhance learning outcomes.

UNDERGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION & APPLIED COMMUNICATION WITH A MINOR (BA&ACW/M)

Specific Job(s) for graduates:

Department generalist	Office policy	Competitive Intelligence
Business Generalist	administrator	Officer
Market Access	Financial efficiency and	Receptionist
facilitator	other professions	Accounting Assistant
Assistant	Quality Control /	Customer service clerk
International	Proposal writers	Business Admin
business	Tender facilitator	Assistant
facilitator	Workplace	Clerk levels 1,2,3,4
Project researcher	Workflow analyst	Project Assistant
Assistant office	Sales coordinator	Administrative Support
analyst	Sales Management	level 1,2,3,4
Communications	Analysis	Payroll Assistant
Analyst	Social Media Marketer	Executive Assistant
Social Media	Office assistant	Document Administrator
Administrator	Office Administrator	Government office
Requirements Analyst	Business Analyst Admin	Administrator
Functional Analyst	General Analysts	Office manager
Solution Architect	Business Analyst	Assistant to Clerk
Methods	Data miner Business	Assistant office
Analyst Needs assessor	Systems Analyst	manager
SWOT analyst	Business Process	Bookkeeper
Business Plan author	Analyst	

HOURS FOR BA & AC W/minor DIPLOMA

Description of Instruction	TOTAL HOURS	HOURS PER WEEK	TOTAL WEEKS
Instruction	910*	25*	36*
Practicum	200*	25*	8*
Total length	1110*		44 weeks

FEES SCHEME AND SCHEDULE

FEE SCHEDULES FOR ALL UNDERGRADUATE DIPLOMAS

	Cost	Description of fee:	Payment Due date:	Included in tuition (yes/no)
Tuition	\$4,000*		To be paid within THREE (3) days of starting classes	Yes
Books/supplies/ Tablet/Text etc*	\$1,200* (included in tuition)	Students will be issued either a tablet or laptop. This device will remain their property after graduation. Most books will be made available to be downloaded from the publisher -	Included in tuition	Yes
Other resources (Student Association / Outing Fees)*	\$134.00* (included in tuition)	This amount is for student outings and other fees.	Included in tuition	Yes
OTHER APPLICABLE FEES				
Pre-Admission Fee(s)	\$11,000-	This fee is for the administration for qualification assessments and interviews prior to registration. This fee is not included in the tuition and only applies to students that require a study permit.	50% is to be paid upon successful pass of interview and remaining is to be paid no later than FIVE (5) days after receiving acceptance letter	No
Registration Fee	\$500	Registration fee is a part of the tuition (payable after Government Enrolment contract is signed)	Must be paid within THREE (3) days after signing Government Student Enrollment Contract	Yes
Total cost for Application / Pre-Admission Fees	\$11,500*			No

TOTAL COSTS	\$15,500*	* Asterisks denotes rate(s) maybe subject to change (increase).		
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* Asterisks denotes duration/time maybe adjusted to suite classroom delivery

STUDENTS MUST UNDERTAKE A PRE-APPLICATION AND PRE-ADMISSIONS

PROCESS, WHEREAS FEES WILL BE REQUIRED. AFTER THIS PROCESS, IF THE STUDENT IS ACCEPTED THE STUDENT MUST SIGN THE ALBERTA STUDENT ENROLLMENT CONTRACT AND PAY THE SET REGISTRATION FEE OF \$500.

THIS FEE MUST BE PAID WITHIN THREE (3) DAYS AFTER SIGNING THIS CONTRACT. THE REGISTRATION PAYMENT IS APPLIED TOWARDS TUITION IN ITS ENTIRETY.

AFTER THE AFOREMENTIONED FEES ARE PAID A FORMAL OF LETTER OF ACCEPTANCE IS ISSUED FOR THE STUDENT VISA PROCESS. UPON ENTRY INTO THE COLLEGE STUDENTS WILL BE REQUIRED TO PAY THE REMAINING PORTION OF THE TUITION WITHIN 3 DAYS OF CLASSES.

International Students as all students within the college shall be protected by the consumer financial protection requirement for a school to be licensed by the Government of Alberta. The Royal Alberta College has elected to utilize a phased tuition collection process whereas the following applies:

5.1 The Royal Alberta College will only accept and collect tuition fees from international students for the program in which the student is accepted and enrolled in according to the following terms as per the following schedule:

Schedule A

i.) Accepted students will receive an official notice from The Office of the Registrar, whereas the student will be required to sign the STUDENT CONTRACT whereas the student will render a registration fee of \$500 within THREE (3) days (no extensions) from the date of the letter. The registration fee of \$500 is applied to the total tuition as

a credit. The registration fee is non-refundable, unless subject to the notwithstanding clause as stated within the Refund Policy

ii.) The applicant has signed the formal “student contract” this contract is to ensure a seat in the program at The Royal Alberta College, the student will be notified in writing by the Office of The Registrar of a “Tuition Payment Demand” within 3 days of starting classes. This amount will be paid directly to the college by the means of a bank transfer in an amount of no greater than \$8,500. Whereby the specified amount is applied toward the payment of the tuition. This amount will be collected by direct payment to the college by bank transfer within a specified time period. This payment is combined with the registration fee and deducted from the total amount of tuition.

*Asterisks denotes rates may be subject to change.

** Tuition refund policies are applicable

CLASSROOM RESOURCES



The Royal Alberta College is proud to receive the accreditation to be a Google Classroom certified school:

As a registered student at The Royal Alberta College, you are automatically enrolled into the college's Google for Education System, this is the primary system that you will use to engage, communicate, research, collaborate in and out of the classroom.



Lynda.com

You will access Lynda.com through your Edmonton Public Library Account, where you will be able to access the online videos that have been selected to view prior to classes.

Press Reader <https://www.pressreader.com/catalog>



This is accessible through your Edmonton Public Library Account, where you will be able to view newspaper publications across Canada and from around the world, including your country of origin.

You will use your Edmonton Public Library Card and Password to gain access.



Choose Not to Bring Your Own Device

Students that are enrolled and accepted into a program at The Royal Alberta College will receive a computer tablet on their orientation day. This device will be the primary device and all learning material will be installed onto this

device, it will also have Google Classroom enabled on it and will allow students to interact in and outside the classroom with each other. Students are NOT required to Bring Your Own Device (BYOD) and bringing outside computers are not recommended, the tablet will be used to store all information needed for class and practicums and is the property of the student.

Students are permitted to bring their mobile phones and other devices to school, yet it is highly discouraged to use these forms of devices for school work.

HEALTH INSURANCE

The Royal Alberta College does not provide direct healthcare insurance for students in any capacity.

International students and out of province students can be eligible for an Alberta Health Care, while attending Alberta College, as per the Alberta Governments website:

Foreign students – students from another country

If you are a student from outside Canada, you may be eligible for AHCIP coverage. You will need to apply for AHCIP coverage. Students under 18 years of age must be added to the AHCIP account of a custodian.

- Students who have a 12-month Study Permit (valid for an Alberta educational institute) and who will reside in Alberta for 12 months or more are eligible for AHCIP coverage.
- Students with Study Permits valid for more than 3 months, but less than 12 months, may be eligible for AHCIP coverage if their application is accompanied by a letter from the student confirming their intent to reside in Alberta for at least 12 months.

- If the application is received within 3 months of entry into Alberta, coverage is effective on the date of either entry into Alberta or the date signed on the Study Permit, whichever is later.”

The Alberta Healthcare Card provides you care from Medical Doctors but does not cover the cost(s) for medications, or dental; which are both expensive in North America.

Cost of uninsured medication in Alberta: In India, the cost for: “Salbutamol Inhalation IP 100mcg/dose” Asthma Inhaler with dose counter is 129.02 Rs. (\$2.55CAD) Whereas this exact inhaler in Canada is in the upwards of 40.00\$ CAD without insurance. The same for antibiotics, a seven day series of “amoxicillin-clav” is approximately \$22.44 CAD, without insurance, whereas in India it would be less than 80Rs.(\$1.20CAD)

If you are an International Student and are enrolled in a program that is not covered by the Province of Alberta Health Care program due to the length of your course, then we highly recommend that you seek private coverage and we also recommended that you visit the Government of Canada’s Official websites and learn about the allowance of bringing your prescription medicine into Canada (some medicines are not permitted, you are responsible for researching the information), you can do so at these two links:

www.Travel.gc.ca and www.Canada.ca

Dental is not publicly funded in Canada, we highly recommended that you visit your dentist in your home country well in advance to your arrival, as costs for dental services are very high and are only covered by private insurance, plus additional costs.

HOUSING

City of Edmonton housing vacancy rates fluctuate, you need to consider several aspects including yet not limited to:

- Distance to the college,
- Is public transit available

- The cost(s) of rent in surrounding building
- Proximity to services (shopping, grocery, movies, medicine)

Renting an apartment is easily accessible through many websites, including yet not limited to (USE THESE RESOURCES)

- **Facebook Marketplace** (accessible through your Facebook account)
- **Kijiji**
- Boardwalk Property Rentals
- Westcorp (Ideal for a group of students to rent together)

MOBILE PHONES | WEATHER | BANKING | CLOTHING

Cell (mobile) phones: It is recommended that you bring your cell phone with you (unlocked) Cell phones in Canada are sold at the exact same price as in India (iPhones, Google Pixel's, Samsung) Data rates are capped therefor costly for packages on a month-to-month basis compared to India whereas you can get 40G for 500Rs. To learn more visit: Global news on cheapest rates

Weather: The seasons in Alberta are varied with sudden changes and the air is dry, causing most to use moisturizer creams on consistent basis. Fall season is most comparable to Northern India regions. To receive the most recent weather updates visit The Canadian Weather Network and specify the “current weather conditions for the City of Edmonton.”

Banking: It is important to understand that banking in Canada is very different than in India. There are many more regulations and rules for foreigners. Within Alberta, ICICI Bank has one office and it is located in the City of Calgary, the distance (280Km) from Edmonton is great, and the hours of this ICICI bank is varied by week. Furthermore, the ICICI Bank in Canada, is not connected with ICICI Bank in India, whereas they do not share account information, you will have to open a separate account in Canada, then use money2india to receive money from India or send money from Canada to India. The

administrators of The Royal Alberta College will assist you in creating a dialogue with the ICICI Bank in Canada, yet the college can not open accounts for students, nor can sign as a secondary for any financial documents.

Clothing: Buy proper clothes for your daily commute to the college, practicums and job interviews. It is best to bring most of your clothes with you. Buying in India will be less expensive, and you will likely have better quality. Tailormade (stitched) clothing is very costly in Canada (120- 375\$ for one dress shirt and substantially higher for pants) Stitched clothing is looked upon as being distinguished. Even though you are students, your opportunity to place yourself within the employment sector is bettered by your overall presentation. Dressing appropriately for job interviews and in your practicum is required. Most international students use North American Website like Banana Republic and American magazines then find a style that they like and give it to their tailor and have it made. If you are bringing clothes from India, we recommend you buy clothes from stores such as Decathlon where hiking and day-to-day garments are readily available, and their selection is also suited for the Alberta climate.

FOOD | PUBLIC TRANSPORTATION | DRIVING

Food: Within Canada we have two major grocery store chains, Safeway (also Sobeys) and The Real Canadian Superstore. Here are two links for these major retailers google “Safeway Canada Flyer”: and Superstore prices (Use the postal Code T5E 5V3 to receive current prices of grocery). The larger grocery stores are located on public transit routes making it easier to commute to get groceries. The college will offer trips to Costco Sales Club, where students will be able to buy large quantity of items at highly discounted rates (including clothes); this is a membership based store and the costs for membership is between \$79-\$129 annually,

Costco only accepts cash or a North American issued Mastercard, payments between the College and parents can be arranged individually for students.

Public transportation: Public Transit in Edmonton is reliable, simple to use, safe and readily available. This is the ideal method to commute in the winter season, whereas driving can be dangerous. We have located the College within an area that is accessible by public transit routes. To understand more about the costs to take the City of Edmonton Transit system please visit www.TakeETS.ca and Edmonton transit

Driving: Alberta is the Oil & Gas capital of Canada, but the prices of fuel do fluctuate greatly (from 0.88 to 1.43\$ per litre) If you are planning to purchase a car while you are here you should be aware that you will need i.) Insurance ii.) Registration iii.) Drivers Licence and gas. These are two reliable links to understand the prices of gas: www.GasBuddy.com and www.CAA.ca Insurance is paid monthly, registration and licensing is an annual fee.

INDEPENDENT WORK WHILE ATTENDING SCHOOL

A very large majority of students in Canada work a part-time job while attending school. By attending an accredited and/or a recognized school, you are permitted to work for money through your student visa at a predetermined number of hours per week that is set by the government.

Since practicums are non-paid (as it is a part of your educational training); we encourage those students that are permitted to work, to apply for jobs in the customer service, retail and food sectors with a national or international chain such as A&W, McDonald's, Tim Hortons, Sport Check, Winners, Walmart, The Bay, Best Buy and other well-respected chains; this will provide students an opportunity to gain some "pocket money" for expenses.

Take-away restaurants tend to accommodate hours for students; most importantly these national chains pay on time and will not cause hassles for their employees as they do not wish to have a negative perception in the community.

It is vital that you understand the rules and abide by the regulations for the number of hours that you are permitted to work per week. As an International Student you should not work more than you are permitted!

The Importance of Working Legally

Thousands of students graduate from schools across Canada, and cannot find work due to not having any work experience. This is even more evident with International Students who lack work experience in Canada. We are aware of many international students from other academic institutions that have become so desperate for work experience and fallen victim of businesspeople who act as predators.

There are many unethical businesses that "hire" students, knowing that they are desperate for work experience and do so on an undeclared cash-only basis. These predator businesses pay less

than the provincially regulated minimum wage, demanding the students work hours beyond the allowed times that are permitted on the student work-permit and forcing students to do unpaid training for months. Most of the time these unethical businesses do not pay at all.

This is a very dangerous predicament for International Students, especially those that wish to apply for permanent residency (PR).

To apply for PR, students must obey the rules of Canadian law in all aspects.

Working for undeclared cash is illegal and reporting your earnings on a job site is a requirement by Canadian Tax and Employment Laws.

If you are working legally, then you will receive two important documents that will assist you in your pursuit for PR.

Employer's name – Nom de l'employeur

Canada Revenue Agency / Agence du revenu du Canada

Year / Année

T4 Statement of Remuneration Paid / État de la rémunération payée

Employment income – line 101 / Revenus d'emploi – ligne 101

Income tax deducted – line 437 / Impôt sur le revenu retenu – ligne 437

Employer's account number / Numéro de compte de l'employeur

Province of employment / Province d'emploi

Employee's CPP contributions – line 308 / Cotisations de l'employé au RPC – ligne 308

EI insurable earnings / Gains assurables d'AE

Social insurance number / Numéro d'assurance sociale

Exempt – Exemption / CRRPQPP EI PPIP

Employment code / Code d'emploi

Employee's QPP contributions – line 308 / Cotisations de l'employé au RRRQ – ligne 308

CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ

Employee's name and address – Nom et adresse de l'employé

Last name (in capital letters) – Nom de famille (en lettres majuscules)

First name – Prénom

Initial – Initiale

Employee's EI premiums – line 312 / Cotisations de l'employé à l'AE – ligne 312

Union dues – line 212 / Cotisations syndicales – ligne 212

RPP contributions – line 207 / Cotisations à un RPA – ligne 207

Charitable donations – line 349 / Dons de bienfaisance – ligne 349

Pension adjustment – line 206 / Facteur d'équivalence – ligne 206

RPP or QPP registration number / N° d'agrement d'un RPA ou d'un RPOB

Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso

PPP insurable earnings / Gains assurables du RPAP

Other information (see over)

T4 (14)

Protected B when completed / Protégé B une fois rempli

2. The second is an ROE (record of employment) which indicates the employers' name and taxes paid.

This is why we have created the work practicum placement program allowing students to place their practicum experience within their resume/cv showing that they have supervised experience from an Alberta employer.

38

Therefore, the Royal Alberta College created the student work-practicum aspects within our courses that we teach to help.

Here are some useful URL's that will provide you with insight on the topics expressed on this page.

1. <https://www.alberta.ca/employment-standards.aspx>
2. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/completing-filing-information-returns/t4-information-employers.html>
3. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-contributions/employment-insurance-ei/record-employment.html>
4. <https://www.canada.ca/en/services/taxes/payroll.html>
5. <https://globalnews.ca/video/4110675/everything-you-need-to-know-to-understand-your-t4-slip>

WORK PRACTICUM PLACEMENT PROGRAM (WPPP)

The Governors of The Royal Alberta College are a group of highly ethical individuals that understand the rules, regulations, and laws of Canada; their backgrounds are very diverse and include, yet are not limited to: law enforcement, intelligence and labour management.

One of the strongest components from the programs delivered by The Royal Alberta College is the practicum placement program. These practicums are designated to be within the relevant field of the students' field of studies to help our students gain much-needed student-practicum-work-experience in their field of studies and provides our students in creating experience to place on their resumes for finding employment.

Practicums will be coordinated by the student and a designated faculty member when the practicum is required students will receive The Royal Alberta Student Practicum Handbook to review expectations, policies and procedures, this handbook is provided to students in class.

The Royal Alberta College provides students with much-needed work experience that will allow students apply their classroom knowledge in a real work environment and add on their resume indicating that they have work experience.



Study Permits

You are requested to visit the Government of Canada Department of Immigration Refugee and Citizenship Website, to understand the processes for obtaining a study permit, the link is:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>


The Royal Alberta College will provide you ALL the documentation you are required to apply directly to the High Commission, Embassy or Consulate that is designated for student visa applications.

APPLICATION CHECKLIST:



CANADA STUDY PERMIT Visa Checklist for STUDENTS FROM INDIA

ALL items listed in this chart should be uploaded into your student Google Drive into a shared folder with the Office of the Registrar, this folder is where school administrators will share information with you.

Check off  COMPLETED	Item	Important details	Is a Notary required (Yes or No) for Canadian Immigration	Upload to Google Drive
	DO YOU HAVE A VALID PASSPORT (5 YEARS PRIOR TO EXPIRATION)		N/a	Upload ONLY the required pages requested below:
DO YOU HAVE YOUR PASSPORT DOCUMENTS				
	Two photocopies of the <u>FIRST</u> and <u>LAST</u> Pages passport - Notarized	These documents MUST be notarized with RED stamp stating something to “ Valid for Foreign Embassy / High Commission.. ” & Blue Stamp stating something similar to: “ Attested to be a true copy of document produced ” - Most Notary Publics can do this (Advocates) for a small fee.	Yes	Yes
	5 Photographs (in Formal Attire) 35mm x 45mm Photos MUST be with Whitebackground - Without Borders, on Matte Paper <i>(SIZES of photo must be verified by yourself prior to submission to Canadian Government office)</i>	Consult in Chandigarh Size Requirement is: size 35mm x 45mm Delhi High Commission Size requirement is 2 x 2	No	Yes, you need to upload ONE photo to the Google Drive for your official student ID, ID Cards will be provided in person or sent by postal service.
DO YOU HAVE THE REQUIRED EDUCATIONAL DOCUMENTS				
	Language Proficiency Testing Score Sheet	Any tests from the list stated for your program.	Yes	Yes
	Primary Schooling Educational Documents	12th certificate AND Mark Sheet	Yes	Yes
	Secondary Schooling Education Documents Bachelor's Degree Masters Degree Training Certificates	Diploma, Degrees, Certificates AND Mark Sheets	Yes	Yes
DO YOU HAVE THE REQUIRED FINANCIAL DOCUMENTS				
	Proof of funds - Copy of GIC with the required amount (10,000\$)* Click: https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/eligibility.html	The money required must be deposited into the designated bank account - Proof of transaction must be provided to file for study permit.	Yes	Yes
	Proof of money available to pay tuition amount of \$8,500* within 3 days after classes start	You must be able to provide proof that you have the required amount of money to pay tuition upon demand by the college.	Yes	Yes
DO YOU HAVE THE REQUIRED MEDICAL DOCUMENTS				
	Medical Certificate issued by permitted and approved Medical Doctor as advised by the Government of Canada. (Applicable fee will be charged by Doctor)	You must pay a fee directly to the Medical Doctor - This amount is NOT deducted from any amounts applied towards administration for processing your application at the college.	Yes	No

DO YOU REQUIRE A POLICE/ SECURITY CLEARANCE DOCUMENT				
	Police Clearance Certificate (india) Some students will be undertaking a work placement practicum, whereas they will be required to undertake a security clearance. (This form is good to have.)	You must follow the requirements on this website: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how/india.html	Yes	Yes
DO YOU HAVE THE DOCUMENTS & RESOURCES FROM THE ROYAL ALBERTA COLLEGE				
	FORMAL Letter of Acceptance / Offer Letter (your copy will be in your designated Google Drive folder) Note: Conditional Letters of Acceptance are signed by an Admin Staff after the required fees are paid then a formal letter of acceptance is provided. <u>The Formal Letter of Acceptance is signed by the Chief Registrar.</u>	This is your formal acceptance letter (NOT YOUR CONDITIONAL) that you will receive <u>after</u> you have signed your Student Contract and rendered admin and other fees.	Yes	Copy will be placed within the folder for your access.
	Do you have a school issued email ID	Upon receipt of application and ALL administration services fees and successfully signing your Alberta Student Enrollment Contract the Office of the Registrar will send you an Email ID were ALL of your documents that are required by the college for study permit (letter of admission) will be uploaded into a folder on Google Drive. YOU MUST upload copies of the documents into this folder for the college to have a record (As per the last column on this page) This is to protect you as a student.	N/A	This is the ONLY email address the school will communicate with you. If you have a personal email, you must add it as a FWD email from the school to your personal.
	Copy of your Alberta Government Student Contract	When you sign your student contract, you will receive a copy of your contract (on Google Drive)	Yes	Copy will be placed within the folder for your access.
DO YOU HAVE YOUR CITIZENSHIP DOCUMENTS				
	Pan Card		Yes	Yes
	Aadhar Card		Yes	Yes
DO YOU REQUIRE A CANADIAN CO-OP WORK PERMIT APPLICATION				
	Many Royal Alberta College programs have a mandatory work-integrated learning component. This means that at some point in your studies you may be going on a practicum, co-op, or other work placement. <u>We recommend that you apply for your co-op work permit at the same time that you apply for your study permit.</u>	https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html You will need to provide your letter of acceptance from the college indicating if you will be having a non-paid work experience practicum,	N/A	Yes
FEES TO PROCESS				
	150-220\$* Fee at The Canadian High Commission in Delhi or at The Canadian Consult in Chandigarh	Fee can be paid by CREDIT or DEBIT CARD ONLY RETAIN Tracking Reference!	N/A	No

INFORMATION ON THIS PAGE IS SUBJECT TO CHANGE. IT IS HIGHLY RECOMMENDED THAT YOU MAKE INQUIRIES

PREPARING FOR YOUR ARRIVAL



Before You Leave

Arrange accommodation Within the “Information RE: Housing for International Students” Tab under the “prospective students section” you will need to find accommodation, here are the links to sites that will be able to assist you, these are not a complete list, so spend time and search extensively for your accommodation, if several of you are attending the college together then live together.

Facebook Marketplace (accessible through your Facebook account)
Use the terms “edmonton apartments” or “edmonton rentals” or “edmonton rental properties”

- Kijiji
- Boardwalk Property Rentals
- Westcorp (Ideal for a group of students to rent together)

Check airline baggage restrictions

Transportation from Airport: Plan your transportation for your arrival and from the airport to your destination ahead of time:

Sky Shuttle: The Sky Shuttle pick-up point is located on the Arrivals Level, next to door 3 or 9. For more information on costs and schedules, visit their website at: www.edmontonskyshuttle.com

Uber: Does not operate from the Edmonton International Airport

Bus: The Edmonton Transit, has a direct bus the “747” and costs \$5.00 (cash only) this bus also has free Wi-Fi, it is direct from the Airport to Downtown Edmonton, please refer to this link:

<http://flyeia.com/coming-and-going/bus-and-shuttles/route-747-bus-service>

Taxi: The check-in counter and waiting area are located on the Arrivals Level of the airport. Taxis cost between \$70 – \$90 from the airport to downtown Edmonton, the rates are specified by “zones.”

Banking

Decide on banking arrangements and prepare a budget and arrange for extra money (cash and credit card) in case of an emergency and be certain to have evidence of adequate funds for immigration services.

Have an emergency contact: Arrange an emergency contact in Canada or your home country

Pack properly: Pack suitable clothing (in summer temperatures range from 20 to 25°C. In winter temperatures can drop below -30°C)

Cooking: You may miss eating some tradition home cooked foods, and it is very costly to eat out frequently, so it is best to learn how to cook several meals BEFORE you arrive!

What to Bring with You

- A valid passport (and Temporary Resident Visa or eTA if required)
- Your Offer of Admission/Letter of Acceptance – With the Registrars Phone Number on the form, as Immigration Officers may wish to speak with the Registrar to affirm that you are a student.
- The letter that you received from the visa office when your Study Permit was approved (this letter contains your Study Permit reference number and the immigration officer needs this letter)
- Other official identification (driver's license, etc.)

- Medicine with a prescription or letter from your prescribing doctor with details of the medicine.
- Canadian currency for the first few days (\$200-300 smaller bills 10's 20's')

Check the Immigration, Refugees and Citizenship Canada (IRCC) website for any updates: www.cic.gc.ca

:::IMPORTANT NOTICE:::OFFICIAL NOTICE:::

The Royal Alberta College Does NOT work with any recruiters nor any agents in any capacity and will not render fees to any third-party agents on behalf of any applicant.

When You Arrive –Immigration Officials (Customs)

Be sure to have all of your documents prior to leaving home. Do not pack the original copies in your checked luggage; carry these items with you at all times. The documents you may be asked to show when you enter Canada include:

- A valid passport or travel document
- The letter that you received from the visa office when your Study Permit was approved
- A Temporary Resident Visa or eTA (if required)
- Your Offer of Admission/ Letter of Acceptance from The Royal Alberta College
- Proof of adequate funds
- Provide all required entry documents to Customs and Immigration upon arrival in Canada
- Obtain your Study Permit from an immigration officer at the airport
- Contact your family and emergency contacts to let them know you arrived safely

IMPORTANT: Keep all documents in a re-sealable folder in your carry-on or hand luggage for easy access while travelling. It is wise to scan these documents (passport, visas, study permit, letters) and save an electronic copy, email them to yourself, AND leave another set of documents with your family in case you lose the originals. Remember that ALL of your documents should be uploaded onto your school Google Drive!

Now, you will need to:

1. Meet your advisor and formally enrol in your classes
2. Attend the New International Student Welcome and Orientation seminar

Register for Alberta Health Care (if you plan to stay in Canada 12 months or longer – if you plan to stay less than 12 months, purchase health insurance before coming to Canada)

Open a bank account and apply for a credit card (if needed) upon your arrival in Edmonton. The Office of the Licensee can help you connect with a banking representative whom will understand your banking needs as an international student, also read about the banking differences on each of their websites, the major banks are:

TD Canada Trust
Servus Credit Union
RBC Royal Bank

Scotiabank
CIBC (Canadian Imperial Bank
of Commerce)

* In Alberta, the 5% national Goods and Services Tax (GST) is added to the displayed cost of goods or services purchased. Yet a Harmonized Sales Tax (HST) or a Provincial Sales Tax (PST) is not, as it is in most other provinces.

Applicant MUST be able to read, write and speak fluently in ENGLISH



REFERRAL PROGRAM:

We understand that like-minded people tend to have similar tastes, this is why the Royal Alberta College is offering its enrolled students and alumni an opportunity to use their marketing skills and promote what they like about the school and earn a 500\$ Cash Card, with no limits of referrals.

||||Rules & Terms and Conditions||||

- 1.) All students that have been accepted at The Royal Alberta College have been assigned a Student ID number for the context of these terms and conditions, these individuals are known as the “referrer” and shall be the “referring person” whom provides the “referrals” By receiving a valid student ID number, the student has been entitled to voluntarily participate in the refer a student program (the “Referral Program”). To participate in the Referral Program, the referrer will need to refer friends (“Friends”) who have never enrolled at the Royal Alberta College.

This formal process will require the referrer to place their information into their Friends application, this information will be limited to the following:

1. Full Name of the referrer
2. The referrer’s student ID number
3. The referrers Canadian phone number

The above information MUST be entered on the hardcopy and/or within the online application form at the BEGINNING of the application process. IT CAN NOT BE ADDED AT A LATER TIME.

AFTER THE SUBMISSION PROCESS HAS STARTED BY THE APPLICANT.

- 2.) The referrer will earn Credit Payment, (“Referral Credit”) this credit will be provided in the form of a cash credit card, in the amount we determined from time to time once your Friend (“Referred User”) has completed an eligible referral (“Eligible Referral”). a.) Criteria for Eligible Referral: i.) The person that received the referral from the referrer has enrolled as a full-time student, ii.) paid all fees, iii.) has attended the Royal Alberta College for one term. b.) The amounts that the referral is eligible for is determined in our sole discretion from time to time.
- 3.) Credit will be rendered to the referrer after the criteria set forth above has been completed and will be issued only once by i.) electronic wire transfer that is suitable to the Royal Alberta College, ii.) registered mail or iii.) in-person. Any fees that are incurred to send the credit shall be deducted from the amount that is to be credited, any costs that are incurred will be detailed by a formal receipt
- 4.) Expiration of Referral Credits: Referral Credits are subject to expiration, and will expire 45 days after the referral has completed their first term and the terms set forth in paragraph 2. Credits that have not been claimed will be placed into a general fund for administration purposes. The amount of Referral Credits earned and redeemed are subject to change at any time at The Royal Alberta College’s discretion.
- 5.) The Referrer information may only be used for personal and non-commercial purposes. You may share the information

required to be eligible to receive a referral fee within your personal connections via social media, email, or word of mouth, where you are the primary content owner. In cases where you are not the primary owner of the content or website (e.g., Wikipedia, coupon websites, affiliate websites, discussion forums, etc.), public distribution is not allowed. Promoting or advertising your Referral information via search engine marketing or any other paid advertising media (e.g., Bing/Yahoo/Adwords) is not allowed.

You are not allowed to misrepresent your relationship with any members of the Royal Alberta College to any third parties, and you will not make any warranty or representation on behalf of any members of the Royal Alberta College. You are not allowed to refer yourself for the purposes of earning Referral Credit.

- 6.) The Royal Alberta College reserves the right, at its sole discretion, to revoke the Referral Credits of any referrer or referral who it finds or believes to be earning or using Referral Credits against these Terms of Service, or who is manipulating or abusing the intent of this promotion.
- 7.) For greater certainty, we reserve the right, at any time and in our sole discretion, to add to or amend these Terms of Service in relation to the use of Referral Program or to vary or terminate the operation of a Referral Credit issued pursuant to the Referral Program at any time without notice.

New Student Orientation

Being a new student at a new school can be intimidating, stressful, and, most of all, exciting! The Royal Alberta College New Student Orientation is intended to give new students the opportunity to explore the campus and understand the expectations before classes start. All new students are required to attend orientation.

Students will be advised on this day on how to:

- a. Apply for their Alberta Health Care Cards
- b. Apply for their bus pass

All fully registered students on orientation day will receive:

- a.) School Sweatshirt*
- b.) School Bag*
- c.) Journal / Student Agenda*
- d.) Water bottle*
- e.) Tablet and instructions on how to download reading materials.
- f.) School Email Address
- g.) Take their photo for their Student ID
- h.) Receive their course syllabus
- i.) Fill out their EPL Card Application

Students will be shown ALL of the non-academic resources on The Royal Alberta College website, including, yet is not limited to: The landlord-tenant resources, Health Insurance, Housing, Cell (mobile) phones, Banking, Weather in Alberta, Food, Public Transportation, driving in Alberta, public services and safety and counselling support services within the community.

This orientation is only for registered students.

***Subject to availability**

BRIEFING OF RELEVANT POLICIES AND PROCEDURES

You are requested to review the policies on the www.Alberta.College website and specifically read:

- International Student Payment, Refunds of Tuition and Student Fees Policy
- Security Clearance Policy
- Student Complaint Policy for academic

(ALL POLICIES ARE LISTED ONLINE AND ARE SUBJECT TO BE CHANGED)

Government of Canada Bill C-35 and Immigration, Refugees and Citizenship information:

The Federal Government of Canada has made many legislations to protect international students, these bills, laws and legislation include, yet are not limited to (Google these Acts to learn more):

*Bill C-35, the Cracking Down on Crooked Consultants Act
Legislative Summary for Bill C-35 – Library of Parliament*


You must be aware that The staff and representatives acting on behalf of The Royal Alberta College must comply with Bill C-35, whereas the following disclaimer applies:

International Student Office Disclaimer: Please note that according to Bill C-35, Immigration and Refugee Protection Act, as unauthorized individuals we cannot provide assistance regarding how to fill out immigration forms and complete your application, yet we will provide you assistance if you require for application for admission into the college. Therefore, we cannot sit by your side to help you through an online application, and we cannot interpret what information the forms are asking from you. We cannot and are not authorized to give immigration advice in terms of which immigration category would be the best for you.

The Royal Alberta College has followed the requirements to become a designated Institution for Immigration, Refugees, and Citizenship

Canada's (IIRC) International Student Program (ISP) set-forth by the Alberta Governments Ministry of Advanced Education (AE) as a Private Vocational Training Institution (PVT).

We at the College wish for all of our International Students to be fully aware of their obligations under the IIRC. For the most up-to-date information on eligibility requirements, please google and official website: visit the Immigration, Refugees and Citizenship Canada website.



Treaty Six Acknowledgement

The Royal Alberta College acknowledges that we are on the traditional land of Treaty 6 and home of Métis Nation of Alberta Zone 4.

We also acknowledge the Inuit and other diverse Indigenous peoples whose ancestors have marked this territory for centuries, a place that has welcomed many peoples from around the world to make their home here.

We, at The Royal Alberta College, commit to restoring and honouring the Truth and Reconciliation calls to action; we strongly believe that truth must be acknowledged to move forward to reconciliation.

Together we call upon all our collective communities to build a stronger understanding of all peoples who dwell on this land we call home.

– The Board of Governors of The Royal Alberta College

BANKING INFORMATION

To make payments to The Royal Alberta College you should us the following information:

BANK NAME:	TD CANADA TRUST
TRANSIT NUMBER:	02269
FINANCIAL INSTITUTION NUMBER:	004
DESIGNATION NUMBER:	7750
ACCOUNT NUMBER:	5248449

*KEEP A RECORD OF YOUR TRANSACTION AND NOTE THE REFERENCE # IN YOUR EMAIL, SCREEN-SHOTS FROM YOUR PHONE ARE ALSO RECOMMENDED.

NOTES
