



# PROGRAM APPLICATION FORM

Please fill out all sections that apply to you

Student Number for office use only

HEAD OFFICE  
Richmond, British Columbia  
210 - 13460 Smallwood Place  
(Richmond AutoMall), Richmond BC V6V 1W8  
Tel: (604) 270-6121 Fax: (604) 270-6123  
Toll Free: 1-888-546-AUTO (2886)  
vancouver@autotrainingcentre.com

Surrey, British Columbia  
#4-12372 - 84th Avenue  
Surrey, BC V3W 0J5  
Tel: (604) 270-6121  
Fax: (604) 270-6123  
Toll Free: 1-888-546-AUTO (2886)  
vancouver@autotrainingcentre.com

Toronto, Ontario  
152 Norseman Street  
Toronto Ontario M8Z 2R4  
Tel: (416) 231-7227  
Fax: (416) 231-2753  
Toll Free: 1-800-458-7473  
toronto@autotrainingcentre.com

Montreal, Quebec  
3900 Jean-Talon Street West  
Montreal, Quebec H3R 2G8  
Tel: (514) 725-6026  
Fax: (514) 726-1630  
Toll free: 1-877-725-6026  
montreal@autotrainingcentre.com

## SECTION 1: PERSONAL INFORMATION

All official correspondence will be mailed to this address. Please inform the admission department of any changes

FIRST NAME(S)		FAMILY NAME	
<input type="radio"/> Female <input type="radio"/> Male		DATE OF BIRTH (DD / MM / YY)	NATIONALITY
ADDRESS		CITY	
PROVINCE/STATE	COUNTRY	POSTAL CODE/ZIP CODE	
PHONE	MOBILE PHONE	FAX	
EMAIL			

Is English your first language?  Yes  No (If n o, what is it?) \_\_\_\_\_ Do you require ESL training?  Yes  No\*

Education completed:  High School  College  University  Career College

Last School Attended \_\_\_\_\_ Year \_\_\_\_\_

HOW DID YOU HEAR OF US?  Agent  Cec Network  Embassy  Internet  Recommendation from Friend  Other: \_\_\_\_\_

CITIZENSHIP STATUS  Canadian Citizen  US Citizen  Other: \_\_\_\_\_  
 Landed Immigrant/Permanent Resident  Study Visa  Aboriginal

## SECTION 2: MEDICAL HISTORY

Allergies  Other: \_\_\_\_\_

Do you have medical insurance  Yes  No

If no, ATC strongly recommends that you purchase Canadian Medical Insurance coverage that covers you in Canada? for the duration of your stay.

## SECTION 3: EMERGENCY CONTACT

NAME	PHONE	FAX / EMAIL
ADDRESS	CITY	COUNTRY

## SECTION 4: IF YOU ARE UNDER 19 YEARS OF AGE, PLEASE COMPLETE THIS SECTION

Parent  Guardian  Address is same as above

FIRST NAME	LAST NAME	PHONE FAX / EMAIL
ADDRESS	CITY	COUNTRY

Please complete BOTH pages of this form



# PROGRAM APPLICATION FORM

Please fill out all sections that apply to you

Student Number for office use only

## SECTION 5: Programs

Richmond – British Columbia

- Automotive Sales and Leasing Consultant
- Automotive Business Manger
- Total Sales Specialist
- Automotive Service Consultant
- Automotive Parts & Warehousing
- Auto Body Collision Estimating
- Fixed Operations Specialist

Surrey – British Columbia

- ELTT Automotive Service Technician
- ELTT Auto Wheel Alignment Brake Service Tech
- ELTT Refinishing Prep & Auto Body Technician
- ELTT Auto Body Technician
- ELTT Refinishing Prep Technician
- Professional Auto Detailing

Toronto – Ontario

- Automotive Sales and Leasing Consultant
- Automotive Business Manger
- Automotive Service Consultant
- Automotive Parts & Warehousing
- Pre-Apprentice Automotive Technician
- Professional Auto Detailing
- Fixed Operations Specialist
- Auto Body Collision Estimating

Montreal, Quebec

- Pre-Apprentice Automotive Technician
- Automotive Service Consultant
- Professional Auto Detailing
- Tire and Lube Technician
- Auto Body Collision Estimating

Starting Date: \_\_\_\_\_  AM  PM  EVE

## SECTION 6: INFORMATION ABOUT YOUR STAY

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Would you like to be picked up at the Airport?  Yes  No

Do you need accommodation?  Yes  No If you marked Yes:  Homestay  B&B  Apartment  Shared Room  Hotel

## SECTION 8: METHOD OF PAYMENT

- Visa Amount \_\_\_\_\_ (please add the compulsory \$50 processing fee)
- Credit Card Number: \_\_\_\_\_
- Expiry Date: \_\_\_\_\_
- Cardholder's Name: \_\_\_\_\_
- Cardholder's Signature: \_\_\_\_\_
- Cheque  Bank Draft/Money Order
- Wire transfer:  
 Account#: 9194-7304630  
 Swift#: tdomca.tor ABA#: 26009593  
 Address: TD Canada Trust  
 19711 Willowbrook Drive  
 Langley, B.C. Canada V2Y 2T6
- Bank Transfer Payable to:  
 Automotive Training Centre  
 210 - 13460 Smallwood Place,  
 Richmond BC, Canada V6V 1W8

## SCHOOL'S ADMISSION POLICIES, REGISTRATION PROCEDURES & REFUNDS

**For all Students:**  
 There is a mandatory \$50 processing fee\*. No application will be processed, unless accompanied with appropriate payment.  
 All tuition fees are payable in FULL prior to the commencement of the program.  
 An interview with an ATC Admission Representative is required to determine the candidate's suitability for the program selected.  
 If the student is applying for a program of study where their goal is to obtain a trade, then the school will advise the student in writing of the minimum regulated trade requirements, prior to admitting the student into the program.  
 Students enrolled in ATC programs requiring minimum education level will be advised prior to admission.  
 Admission will not be granted for Students that fail to meet ATC's minimum requirements and all fees paid under this contract except for the processing fee will be refunded unless a written agreement is in place to waive the minimum requirements.  
**FOR CANADIAN CITIZENS ONLY:**  
 1. Canadian Students admitted to an ATC program are required to pay a \$200 deposit at time of registration  
 2. Please refer to the campus program application outlines for the refund policy that applies.  
**FOR US CITIZENS ONLY:**  
 1. All fees are payable in US dollars.  
 2. American Students admitted to an ATC program are required to pay a \$400 deposit at time of registration.  
 3. Please refer to the campus program application outlines for the refund policy that applies.  
**FOR INTERNATIONAL STUDENTS ONLY**  
**Admissions pre-requisites**  
 To register for any of the Automotive Training Center Montreal programs, you must provide proof that you have completed high school or an equivalent in your country. You must also be 18 years of age at the moment of application. ATC's Montreal campus provides training in both Canada's official languages: French and English except for specific courses which are offered in French only.  
 1. Application  
 Once you have selected the program you are looking for, fill out the application form, sign it and return it to the Registration office with the following documents:  
 Proof of high school completion or equivalent;  
 Copy of all your diplomas or certificates;  
 Copy of a certified document stating your complete name

and date of birth;  
 Two authenticated and signed recent photos of yourself;  
 A 200\$US international certified cheque, money order or wire transfer to the order of L'École de l'automobile for treatment of your demand. This payment is non refundable.  
 2. Registration  
 Upon reception of the above mentioned documents, a Registration officer will analyse your demand and let you know, within 10 working days whether or not your demand has been accepted. If your demand is accepted, you must send him a certified international cheque or money order to the order of L'École de l'automobile to cover the following fees:  
 50 % of the tuition fees (\$US);  
 100\$ US to cover the registration fees.  
 Once your payment is received, the Registration officer will send you a Letter of acceptance and two copies of the enrolment contract (one for the Canadian Embassy and the other for you to fill and return to ATC).  
 The totality of the tuition fees must be paid before the beginning of the course.  
 ATC may refuse any student whose scholar credentials or personal qualifications do not meet the standard required for any of its program.  
 ATC may, upon written request of the student, take all necessary actions to secure the necessary accommodations for the student stay in the province of Québec.  
 3. Study permit or visa  
 Once you receive the letter of acceptance from ATC, you must contact the Canadian Embassy in your country to obtain either a tourist visa or (if the program is longer than six months) a study permit. The Embassy will ask for the followings documents:  
 The enrolment contract to L'École de l'automobile;  
 A proof that you have enough money to cover all your school fees and your living expenses (Immigration Services estimate at 10 000\$ a year the minimum living expenses);  
 A valid passport;  
 Two passport size photos;  
 A proof that you can transfer funds;  
 A letter of reference as a proof of your good reputation;  
 A good health certificate.  
**Health and Hospitalization insurance**  
 The Quebec ministry of Relations with citizens and Immigration has stated that foreign students who want to register for a school program in Quebec must absolutely subscribe an insurance covering medical and hospitalization needs for the length of their stay in Quebec. We strongly

suggest that you contact a Canadian company to facilitate and accelerate procedures when you need services. Student who already have health insurance will have to send proof of it to the Registration officer.  
 P.S. ATC may, upon written request from the student, undertake the necessary actions to obtain for him such a health insurance.  
**SCHOOL'S REFUND POLICIES**  
**Richmond & Surrey Campuses**  
 Refunds before the program of study starts:  
 (1)(a) If written notice of withdrawal is received by ATC less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of, (i) 10% of the total fees due under the contract or (ii) \$100.  
 (b) Subject to subsection (1) (a), if written notice of withdrawal is received by ATC thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.  
 (c) Subject to subsection (1) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract.  
 Refunds after the program of study starts:  
 2 (a) After the first 10% of the program's duration; if the institution receives written notice of withdrawal, or the School dismisses a student, the institution may retain 30% of the total fees due under the contract.  
 (b) Within the first 30% of the program's duration, Subject to subsection (2) (a), if written notice of withdrawal is received by the institution, or a student is dismissed by the School, the institution may retain 50% of the total fees due under the contract.  
 (c) After 30% of the program's duration, if a student withdraws or is dismissed by the School after 30% of the program's duration, no refund is provided.  
**Toronto Campus**  
 Refund before the program of study starts:  
 a) If the program of study was contracted for 21 or more days prior to the start date and written notice is received 21 more days prior to the start date, all fees shall be refunded.  
 b) If the program of study was contracted for 21 or more days prior to start and written notice is received less than 21 days prior to the start date, the institution may retain a \$100.00 registration fee plus 10% of the total fees.  
 c) If the program of study was contracted for less than 21

days prior to the start date and written notice is received less than 21 days prior to the start date the institution may retain a \$100.00 registration fee plus 10% of the total fees to a maximum of \$200.00  
 Refund after the program of study starts:  
 a) If written notice of withdrawal is received by ATC or a student is dismissed from a contracted program after the start date, the institution may retain a registration fee of \$100.00, a portion of the tuition fees based on the percentage of services delivered for the part of the contracted program and a 10% premium based on the difference between the total fees and the portion of the tuition fees of services delivered for the part of the program supplied.  
 b) If withdrawal occurs after 2/3 of the program has been delivered and no proper written notice of withdrawal has been received by ATC, the institution may retain all fees.  
**Montreal Campus**  
 1. Non refundable fees  
 The fees (200\$US) for opening and processing of the student dossier and the registration fees (100\$US) are not refundable.  
 2. Cancellation  
 ATC will charge the student a 200\$US penalty for canceling his enrolment contract no matter whether he does it before or after the beginning of the course. If the contract is cancelled after the beginning of the course, the student will be charged for the portion of the course he did attend plus 10% of the difference between total fees and the amount relating to the portion of the course he did attend.  
 3. Refusal of visa or study permit  
 In the case where the visa or the study permit is denied by the Canadian Embassy, ATC will refund, upon presentation of a written proof of that refusal, the totality of the tuition fees already paid (50 % of total tuition fees).  
**For International Students**  
 1. If ATC does not accept your application, all fees except the processing fee, will be refunded in full.  
 2. If your Student Visa is declined after being accepted at ATC, the institution will refund all the fees paid except for \$200.00 that will be retained as an administrative processing charge. The refund will be forward to you once the school is presented with a proof of the Student Visa denial.  
 3. If after three months of the issuance of the Letter of Acceptance, the student has failed to contact ATC in writing or presented the school with a proof of the Student Visa's denial, the school may not only retain all the fees paid, but also, notify the Canadian Immigration authorities about the matter.

I understand and accept the conditions of tuition, the school's admission and refund policies and registration procedures printed on this form

_____	_____	_____	_____
SIGNATURE OF APPLICANT	DATE	SIGNATURE OF GUARDIAN	DATE

Please complete BOTH pages of this form