



CTC Application Package

CTC Program: _____

Student's Name: _____

CTC Application Checklist

<p>1. Completed “Application” package with Student and Parent/Guardian Signatures</p> <ul style="list-style-type: none"> CTC Student Application Responsibilities From, CTC program Application Form, VIU Application for Admission, Release of Information, Personal Profile, all forms must be signed by student and parent where applicable. 	<input type="checkbox"/>
<p>2. Please provide a photocopy of official ID (Birth Certificate, Driver’s License, or Passport) <i>Heavy Duty Mechanics/Auto Service Mechanics must have a valid driver’s license (L or N)</i></p>	<input type="checkbox"/>
<p>3. Have you discussed your interest in the CTC with your school counselor? (Please circle appropriate response)</p>	YES NO
<p>4. Please complete if you are currently working in a trade:</p> <p>Company: _____ Contact Name: _____ Trade: _____ Phone: _____</p> <p>Do you have an apprenticeship number with the ITA? YES If yes, your number is _____ NO</p>	<input type="checkbox"/> YES NO
<p>5. Have you received Work Based Training forms to be filled in by your employer? (This form records hours towards your apprenticeship)</p>	YES NO
<ul style="list-style-type: none"> Parent and student need to sign the official Student Transition Plan at the interview (this will indicate courses required for graduation). <u>Forward your completed CTC Application Package to Debbie Churchill c/o CTC office.</u> Once your application is received, Debbie will call you to make arrangements for an assessment, as well as to set up an interview with the CTC coordinator Mr. Rick McDonough. If you have any questions about the program please do not hesitate to call (250) 740-2032. 	<input type="checkbox"/>



CTC Student Application Responsibilities

Important: This form must be signed and Submitted to the CTC office before we can process your application

Application:

The CTC applicant is responsible for the following:

- Ensuring all personal information is provided and is accurate (include a copy of your birth certificate or driver's license). **If you have a change of address or contact information, please notify the CTC office immediately (250-740-2032), this is extremely important if you change your email address.**
- Once the application has been received the CTC office will contact you to set up a meeting with the CTC coordinator to discuss your program of interest.
- Ensuring you meet all eligibility requirements, including courses and any additional training and/or experience necessary for your program.
- Providing any documentation related to learning difficulties. This documentation needs to be submitted before your assessment is booked, in case of special exam requirements, i.e., longer time frame for writing assessment.
- Securing from the CTC office the most up to date version of the assessment Study Package.
- Completing your assessment (your assessment will be scheduled by the CTC office), you will receive a reminder as to the date and time; it is your responsibility to show up 15 minutes early prepared for this assessment.
- \$130.00 registration fee (payable to the CTC – SD 68 (Nanaimo-Ladysmith) upon **acceptance** into the program.

Tuition/Costs:

The CTC student is responsible for the following:

- All Student Fees charged by Vancouver Island University (payable to VIU), these include student activity and society fees. Please note that if you re-enter a program, you will receive a second charge for student fees.
- The costs of materials and books for your program (varies in amount by program), payable to VIU.
- Any co-op fees associated with your program.

Attendance/Performance:

The CTC student is responsible for the following:

- Attending all classes, punctuality, and completing course work as assigned.
- Notifying your instructor of any absence (and the CTC office).
- Completing your high school graduation requirements.

**** As a CTC student, you will not be eligible to receive Student Loans. ****

Important: Any issues which may arise related to student costs must be dealt with through the CTC Office (250) 740-2032. **DO NOT CONTACT Vancouver Island University TO DISCUSS FINANCIAL CONCERNS**

Please sign to acknowledge that you have read and understand the student responsibilities for the CTC Program. We cannot proceed with your application without this acknowledgement.

Parent/Guardian _____

CTC Applicant _____

Nanaimo/Ladysmith Career Technical Centre

APPLICATION FOR ADMISSION



c/o CTC, 355 Wakesiah Avenue
NANAIMO, BC CANADA V9R 3K5
TELEPHONE: 250-740-2032
FAX: 250-740-2040

FOR OFFICE USE ONLY

DATE RECEIVED:

Have you attended classes at Malaspina before? Yes <input type="checkbox"/> No <input type="checkbox"/>		MALASPINA STUDENT NUMBER	HIGH SCHOOL STUDENT NUMBER	PERSONAL EDUCATION NUMBER (current BC High School Students)
LEGAL LAST NAME (Please print clearly)	USUAL LAST NAME (If different)	FIRST NAME		MIDDLE NAME(S)
MAILING ADDRESS			TELEPHONE NUMBER (Home) () -	
			TELEPHONE NUMBER (Other) () -	
E-MAIL ADDRESS				SOCIAL INSURANCE NUMBER - -
DATE OF BIRTH	GENDER	ARE YOU A CANADIAN CITIZEN?	CITIZENSHIP IF NOT CANADIAN	CITIZENSHIP STATUS IF NOT CANADIAN
YR. MO. DAY	<input type="checkbox"/> M <input type="checkbox"/> F	YES <input type="checkbox"/> NO <input type="checkbox"/>		<input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> STUDENT AUTHORIZATION <input type="checkbox"/> OTHER (Specify) _____ EXPIRY DATE _____

(Questions 1 and 2 below are optional and will not affect admission decisions.)

1. Are you of First Nations Ancestry? Yes No If yes, do you wish to be contacted by First Nations Students Services? Yes No

2. Do you have a disability? Yes No If yes, do you wish to be contacted by the Access Services department? Yes No

PLEASE INDICATE YOUR **MAIN** ACTIVITY THE PAST YEAR.
(one only)

1. ATTENDING SECONDARY SCHOOL 2. ATTENDING COLLEGE 3. ATTENDING UNIVERSITY
4. OTHER EDUCATIONAL INSTITUTION 5. IN LABOUR FORCE 6. OTHER

PLEASE INDICATE WHERE YOU WERE LOCATED LAST YEAR
(one only)

1. BRITISH COLUMBIA 2. ANOTHER PROVINCE 3. ANOTHER COUNTRY

PLEASE SPECIFY THE CTC PROGRAM FOR WHICH YOU ARE APPLYING: _____

NAME OF LAST SECONDARY SCHOOL ATTENDED	LOCATION AND DISTRICT NO. OF SCHOOL
PRESENTLY ATTENDING? Yes <input type="checkbox"/> No <input type="checkbox"/>	DATE LAST ATTENDED
DID YOU GRADUATE? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PLEASE READ THE FOLLOWING BEFORE SIGNING

1. I certify that all statements on the application are true and complete. I understand that misrepresentation of this information in any material way may result in cancellation of my admission or registration status.
2. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting Vancouver Island University Program or Course prerequisites and space availability.
3. I agree to abide by the rules and regulations of Vancouver Island University as published in the Calendar, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at the University.
4. The information on this form is collected under the authority of the University and Institute Act. I understand that this information, along with subsequent information placed in my student records, will be used for purposes of admission, registration, research, alumni and development, and other purposes consistent with the mandate of the institution. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information should be directed to the Registrar at the address above.

DATE _____ SIGNATURE _____



Nanaimo-Ladysmith Career Technical Centre
355 Wakesiah Avenue (Learning Alternatives Centre)
Nanaimo, BC V9R-3K5
Phone: (250) 740-2032
Fax: (250) 740-2040
www.virctc.com

Nanaimo – Ladysmith Career Technical Centre

Authorization to Release & Exchange Student Information

Release Statement

Date: _____

I, _____, hereby give permission for Vancouver Island University to exchange information with the Nanaimo – Ladysmith Career Technical Centre regarding:

- Marks
- Attendance
- Program progress
- Proof of payment of tuition
- Course or Program expulsion (secondary or post-secondary)

Such authorization is to remain in effect until the “Transitional Program” terminates, **UNLESS** the signatory gives written instructions to the contrary.

Student Signature

SD #68 Career Technical Centre

Personal Profile / Transition Plan

This must be submitted with your CTC application

- Which CTC Program are you interested in?

- Why are you interested in this Program?

- What are your specific plans upon completion of high school graduation? (Please provide more info than simply “working”)

- What are your career goals?

- Do you plan to continue your training in this field? How much additional training is necessary to meet your career goal?

- Do you have any work experience in this field? Describe.

