

APPLICATION FOR ADMISSION

for Full-Time Studies

Admissions Policy

Items to submit with completed Application:

- Signed Application Form
- \$100 Application and \$50 Assessment fee. Total \$150 **(Non-Refundable)**
- Official transcripts from secondary or post-secondary institutions or mature student standing
- One original letter of reference on letterhead
- Typed essay - Minimum 250 words
- Portfolio for 2D Animation & Digital Art, Animation for Game, Film & Visual Effects and Digital Photography students

Incomplete Applications will not be processed

Landmark Technology Centre
Suite 100 -1632 Dickson Avenue
Kelowna, BC
Canada V1Y 7T2

Phone: 250.860.2787

Toll Free: 1.866.860.2787

Fax: 250.712.1083

Email: inquire@digitalartschool.com

digitalartschool.com

1. Completed Application Form

Please complete the form in ink and sign where indicated. The checklists are provided to assist in ensuring that all information is included with the application. If an application is received unsigned it will be returned. It is recommended that completed application forms and necessary documents be received by the Registrar's Office at least six weeks prior to the start of the quarter. All applications received less than six weeks prior to program commencement require the \$500 seat reservation deposit at the time of application, as well as all other requirements of application.

2. Non-Refundable \$100 Application fee and \$50 assessment fee (\$150 total)

Application will only be processed when accompanied by all documents and the non-refundable \$100 application fee and the \$50 assessment fee for a total of \$150. All fees must be submitted in Canadian Funds.

3. Transcripts

Official or original transcripts are required for all secondary and post-secondary courses taken prior to attending the Centre for Arts and Technology (the Centre). Copies will not be accepted. For applicants 19 years or older, official copies of their post-secondary transcripts are suggested because they are educationally informative to the Department Head, but they are not required. All applicants 18 years or younger must have completed high school and submit a transcript.

4. Letter of Reference

The academic or professional letter or character reference must be an original, preferably written by an employer, instructor, or close family friend. The letter must be signed by the individual who wrote it, and it is recommended that the letter is typed on company or school letterhead. If a letter is not submitted on letterhead, then contact information for the reference must be provided, as Department Heads will personally call the reference to verify authenticity. An example of a character reference would be: John is a dedicated, hardworking employee.

5. Essay

The essay **must be typed** and a minimum of 250 words. It should outline your previous experience and incorporate how your educational goals relate to your intended career direction. The essay should highlight

any extracurricular activities related to the program(s) applied for, your computer skills, and all activities that demonstrate your teamwork abilities.

6. Portfolio for Evaluation (2D Animation & Digital Art)

A portfolio is required with the application for admission into any animation program. This portfolio must include original, recent drawings of:

- A perspective drawing of one of the rooms in your home
- 2 drawings of animals
- 2 shaded drawings of a person you know
- Character design - a design of one original character in 3 different action poses
- 5 pieces of original artwork - the pieces selected should best demonstrate a range of artistic abilities and sensibilities

7. Portfolio for Evaluation

(Animation for Game, Film & Visual Effects)

A portfolio is required with the application for admission into any animation program. This portfolio must include original, recent drawings of:

- A portrait of a person you know
- A perspective drawing of one of the rooms in your home
- A drawing of an animal
- A drawing of your opposite hand **(left-handed people draw their right hand; right-handed people draw their left hand)**

8. Portfolio for Evaluation

(Digital Photography)

A portfolio is required for admission into the Digital Photography program. This portfolio must include 20 original, recently taken photographs in JPEG format and must include:

- 2 Landscape Photos
- 2 Action / Sports Photos
- 2 Architectural Photos
- 2 Portraits
- 2 Creative Photos

The remaining 10 photos are left to the discretion of the applicant. All images should be a minimum of 3 megapixels and should be submitted in CD/DVD format; however, a printed portfolio of 4X6 or 5X7 photos will also be accepted. The portfolio must have a label containing the applicant's contact information, as well as the type of camera used.

9. Payments Toward Tuition

Upon acceptance into a program at the Centre, a \$500 payment is required to complete the registration and reserve a seat. This \$500 payment is refundable if students are accepted and they do not sign their contract. Upon signing of the enrolment contract, this deposit becomes a payment towards tuition. 30 days prior to their program start date, students are required to pay an additional \$800 to confirm their seat. These deposits are treated in accordance with the Private Career Training Institutions Agency of British Columbia's Bylaws and will be deducted from your tuition. These payments are not extra costs as they make up part of the full tuition.

10. When to Apply

The Centre operates on a quarter system. All programs and part-time studies commence: **January*, April*, July and October**. Special programs and seminars are offered throughout the year. Seats are limited and early application of **two months prior to start is recommended**. Please consult a Program Advisor for current dates.

*Subject to response.

11. Late Applications

Although the Centre encourages applications to be submitted a minimum of 6 weeks prior to program commencement, with permission, late applications may still be allowed. All applications received less than 6 weeks prior to program start require the seat reservation deposit up front, in addition to other application requirements.

12. International Students

International students may apply for admission into any other program offered at the Centre. All ESL applicants are required to meet the English language standard and must submit proof of their English competency along with their application, corresponding to a minimum score of 500 on the paper-based TOEFL or 173 on the computer-based TOEFL. Additionally, international students must complete a personal or telephone interview prior to acceptance. International applicants must enclose a non-refundable fee of \$150 which may be paid by Visa, MasterCard, or Bank Draft only. No cheques please. If paying by credit card, the applicant must be the cardholder. Tuition is payable in Canadian dollars.

13. Programs

All programs at the Centre are designed through extensive research and consultation with instructional staff and industry professionals. Content, texts, course times, instructional staff, etc., are reviewed on a continuous basis. The Centre reserves the right to make ongoing changes to these elements to reflect current industry trends and to ensure and maintain high educational standards. While every attempt is made to offer courses and programs on a regular quarterly schedule, the Centre reserves the right to suspend or delay the offering of a program, course or courses due to insufficient enrolment or for reasons that are beyond the school's control. Should a course be suspended or delayed, the Centre reserves the right to offer said course(s) as soon as enrolment dictates or to substitute a course of similar value and content.

14. Admissions / Selection Procedure

Students who meet our admission requirements are notified by mail within two weeks of the school receiving completed application packages. Upon acceptance into a program, a \$500 refundable deposit is required to complete the registration process and reserve a seat until the balance of the tuition is due. Applicants who have not met the requirements for admission will be contacted in writing by the Admissions Officer at the Centre. Application status will not be given over the telephone.

15. Tuition Payments

The total balance of tuition is due in full prior to commencing Studies. There is a 2% discount for students paying their tuition in full. A payment plan may be set up by making an appointment to speak with a Financial Services Coordinator (OAC*). Please note that this option is subject to service fees. All cheques must be made payable to the "Centre for Arts and Technology - Kelowna". All fees must be submitted in Canadian Funds. *OAC - On Approved Credit.

16. Statement

Centre for Arts and Technology will not establish requirements for admission that are either implicit or explicitly based on personal characteristics such as race, ancestry, colour, ethnic origin, sex, age, marital status, family status, sexual orientation, or physical disability. Centre for Arts and Technology - Kelowna admits the best possible qualified students. We assess each applicant on the basis of attitude, motivation, professionalism, dedication, perseverance, and a desire to develop superior technical and artistic skills. We are committed to maintaining high academic standards while upholding a principle of accessible education. Centre for Arts and Technology admits students based on the expectation that students will be successful in achieving their professional goals or objectives, and make significant personal and professional contributions to the school, their work and communities. If under some exceptional circumstance the Centre should accept an applicant prior to meeting all of the admissions requirements, an agreement with conditions will account for criteria and timing by which the student will acquire or demonstrate adequate competence to remain in the program and the applicant will acknowledge their formal gaps in the signed release that also holds the institution blameless should the student fail to satisfactorily complete the program of study or find employment. Prompt and equitable attention will be given to all applications. In programs where there is considerable competition and limited seats, the Centre for Arts and Technology will select those applicants deemed to have the best opportunity for success.

17. Applications by Fax

Please fax all written requirements with a letter authorizing the Centre to debit your Visa or MasterCard. Mail or courier the original information along with the completed application form, official transcripts, and letter of reference. Please note, if you are paying by cheque, include the mailing date on the faxed application form. Your application will be date-stamped on the date of transmission. The non-refundable application assessment fee must be received by the Centre before the application will be considered (preferably within three business days of receiving the faxed application). Late applications by fax must be accompanied by a signed cover letter authorizing the Centre to debit your Visa or MasterCard for both the application assessment fee and the relevant deposit as outlined herein.

18. Information

If you require assistance, Centre for Arts and Technology has a Financial Services Coordinator to help with your student loans or other financial needs who can be contacted at kel-registration@digitalartschool.com. The Centre also has Program Advisors who can help you with the registration process and/or any questions you may have. They can be reached at inquire@digitalartschool.com.

APPLICATION FOR ADMISSION

1. Personal Information

Legal First Name (Full) Middle Name Legal Last Name (Full)

Mailing Address City Province / State Postal Code

Telephone Number (Home) Telephone Number (Cell) Telephone Number (Other - if applicable)

Email Address Social Insurance Number

Date of Birth (month / day / year) / / Sex : Male Female

If you wish the Centre to know any disability or illness that may affect your learning or access to facilities, please outline in this space.

This will **NOT** affect your acceptance into this institute. _____

2. Citizenship

Country of Citizenship _____

Canadian Landed Immigrant Student Visa

Other Visa (i.e. Visitor): _____

First Language _____

3. Contact in Case of Emergency

First and Last Name Relationship

Address _____

Telephone Number _____

4. Criminal Record

Have you ever been convicted of a criminal offense for which you have not been granted a pardon? Yes No

If yes, please attach the date and details of the offense to this application.

5. Program Information

Please specify the program for which you are applying:

- | | | |
|---|---|---|
| <input type="checkbox"/> 2D Animation & Digital Art | <input type="checkbox"/> Digital Filmmaking | <input type="checkbox"/> Graphic & Digital Design |
| <input type="checkbox"/> Animation for Game, Film, & Visual Effects | <input type="checkbox"/> Digital Video Fusion Production | <input type="checkbox"/> Interior Design |
| <input type="checkbox"/> Audio Engineering & Production | <input type="checkbox"/> Digital Photography | <input type="checkbox"/> Network Administrator Specialist |
| <input type="checkbox"/> Electronic Music Artist | <input type="checkbox"/> Event & Promotions Management | <input type="checkbox"/> Network Security Specialist |
| <input type="checkbox"/> Electronic Music Production | <input type="checkbox"/> Fashion Design & Merchandising | <input type="checkbox"/> Veterinary Hospital Assistant |
| <input type="checkbox"/> Studio Production | <input type="checkbox"/> Graphic Design & Web Development | <input type="checkbox"/> Other: _____ |

Quarter Start: January _____ yr April _____ yr July _____ yr October _____ yr

6. Have you spoken to a Program Advisor

Yes No If yes, who? _____

7. Educational Background

Name of School Attended	Date Attended	Last Grade Completed	Certificate / Degree Obtained
1.			
2.			
3.			
4.			

8. Employment History

Employer	Position	Start / End Dates	Duties
1.			
2.			
3.			
4.			

9. Other Post Secondary Education

Have you ever been required to withdraw, repeat a program of studies, or failed another post secondary institution? Yes No

If yes, give the name of the institution: _____ and date of withdrawal/repeat/failure: _____

10. Financial Information

Your payment method or credit status in no way affects your eligibility for admission. Please indicate your financing intentions to enable us to better serve you.

Do you anticipate applying for a Student Loan? Yes No

If YES, to which province are you applying? _____ What was the mailing date of your application? _____

Do you need a payment plan for the amount NOT covered by student loans? Yes No

Please initial if applicable:

_____ On approved credit, tuition at the Centre may be paid in monthly installments. These payments will be subject to service fees. By signing this application, I hereby authorize the Centre to obtain such credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account or for any other direct business requirements. This consent is given pursuant to Chapter 78, section 12 of the Crediting Reporting Act, R.S.B.C. 1979.

11. Please Read the Following Before Signing

- I understand that submission of this application in no way guarantees admission into a program, and that admission is subject to meeting Centre for Arts and Technology's program prerequisites and that space is available.*
- I understand that in accordance with Part 4(10)(1)(a) of the Personal Information Protection Act, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act.*
- I hereby certify that all statements on this application are true and complete in all respects, and that no relevant information has been withheld. I understand that falsifying documents or information on this application will result in immediate and permanent dismissal from Centre for Arts and Technology. I agree that if admitted to Centre for Arts and Technology, I will comply with the regulations of the institute.*

Date: _____

Signature: _____

Administrative Use Only

Cash Cheque Date Received: _____ Received by: _____
 Interac Money Order Amount Received: _____
 Visa MasterCard Application Assessment Fee \$150 Other amount \$ _____