

# ADMISSION FORM

All the given fields are mandatory \*



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## Student Details:

Family Name \*(As mentioned on your Government Issued ID)

Given Name \*(As mentioned on your Government Issued ID)

Date of Birth \*(YYYY-MM-DD)

Phone Number \*

Gender \*

M

F

Rather not say

Email ID \*

Status in Canada \*

PR

Citizen

International Student

Visitor

Work Permit

**OTHER**

Student Number (For Office Use)

## Student Full Mailing Address:

P.O. Box | Apartment | Unit # \*

Street Number & Street Name \*

City | Town | Distt. \*

State | Province \*

Country \*

Postal Code \*

## Program Details:

Program Name \*

Program Start Date \*

## Payment Details:

CREDIT CARD NUMBER \*

Expiry Date \*

CVV \*

or INTERAC E-transfer us at: [e-transfers@wcc.ca](mailto:e-transfers@wcc.ca)

**Note:** If you wish to use any other mode of payment, kindly visit our website: [www.wcc.ca](http://www.wcc.ca) and Pay Online.

### Abbotsford, BC

Unit 201, 3670 Townline Rd  
Abbotsford, BC V2T 5W8  
Tel : 604.776.1301  
abbyinfo@wcc.ca

### Surrey, BC

Unit 201 8318 120 St  
Surrey, BC V3W 3N4  
Tel : 604.594.3500  
info@wcc.ca

### South Surrey, BC

Unit 204, 15850 24 Ave,  
Surrey, BC V3Z 0G1  
Tel : 604.594.3500  
info@wcc.ca



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## AM116 Student Statement of Rights

Western Community College (the College) is certified with the **Private Training Institutions Branch** (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before students enroll in their program of interest, we wish to inform them about their rights and responsibilities.

1. Students have the right to be treated **fairly** and **respectfully** by the institution.
2. Students have the right to a **student enrolment contract** that includes the following information:
  - amount of tuition and any additional fee for your program
  - refund policy
  - if the program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
  - whether the program was approved by PTIB or does not require approval.
3. Students must read and understand the contract before signing. The college will provide you with a signed copy.
4. Students have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.
5. Students have the right to make a **claim** to PTIB for a **tuition refund** if:
  - the institution ceased to hold a certificate before students completed an approved program
  - Students were misled about a significant aspect of their approved program.

Students must file the claim within **one year** of completing, being dismissed or withdrawing from the program.

For more information about PTIB, go to: <http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

**I have read and understood the above**

**Student Signature \***

**Date Signed \***

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### Declaration by the Candidate:

By signing below, I certify the following:

- I declare that the **information given by me is correct**. I am aware that all my Academic letters, credentials and other documents will be issued as per the information provided above.
- I understand that if any letters, documents, credentials have to be made again by the college due to an error by me in providing the above information, I will be charged **an additional admin fee**.
- I **authorize Western Community College** to verify any information provided as part of this application.
- I understand that the registration fee **(\$250) is non-refundable**.
- I understand that **evidence of falsified documents** is shared with other Canadian colleges and universities.
- I understand and acknowledge that it is **my responsibility** to be aware of, and comply with all WCC policies and procedures.
- Admission is subject to **assessment of qualifications** and availability of seats.

### Privacy Policy:

**Western Community College (WCC) collects and retains personal information** under the authority of the College and Institute Act. The information will be used to admit, register and graduate students, record academic achievement and issuance of needed identities, administer and operate academic, alumni and other College programs and other purposes consistent with the mandate of the College. Information on admission, registration and academic achievement may also be disclosed and used for statistical and research purposes by the College, other post secondary educational institutions, the Industry Training Authority and the provincial government. Personal information provided for admission and registration and any other information placed into the student record will be collected, protected, used, disclosed and retained in compliance with British Columbia's Freedom of Information and Protection of Privacy Act.

### I have read and understood the above

Student Signature \*

Date Signed \*

### FOR OFFICE USE ONLY

Admission Representative \*

Administrative Officer \*