



— Online. On Campus.

**CAMPBELL  
COLLEGE**

## **INTERNATIONAL STUDENTS GUIDEBOOK**

**DLI # O254363717757**

Campbell College is a Designated Learning Institution (DLI) and able to accept International Students into programs licensed under the Private Vocational Training Act.

**Campbell College Ltd.  
#101-11748 Kingsway Ave  
Edmonton AB T5G 0X5  
Tel: 780-448-1850  
Fax: 780-447-5902  
[www.campbellcollege.ca](http://www.campbellcollege.ca)**

**Creating Careers since 1986**

***One “Star” at a time...***

# A

## Entrance Requirements and Admission Steps

Upon meeting the entrance requirements outlined below, you will be issued an official **LETTER OF ACCEPTANCE** required to apply for a Student Visa and Study Permit.

**Step 1.** Complete the International Student Application Form that can be found on our website [www.campbellcollege.ca](http://www.campbellcollege.ca). This form includes a list of our future programs and their start dates.

**Step 2.** Moving forward, please scan and send the following requirements via e-mail to [info@campbellcollege.ca](mailto:info@campbellcollege.ca)

### ***On Subject Line—International Student, and your Full Name (First, Middle, Last)***

- a) Completed International Student Application Form indicating your program start and end date. Please ensure that you provide your exact mailing address.
- b) A photo-copy of valid government issued photo identification—preferably Passport.
- c) Education records of completed high school and/or post-secondary education-transcribed into English.
- d) Language Proficiency Requirements: Proof of your English Language Proficiency is a requirement of admission. Any one of the following English Language Proficiency Tests (achieving the listed Required Results) is acceptable. Please initially e-mail us a copy of your official results; however, you must bring the original transcript on the first day of your classes This is a requirement of admission, and your official score results will be retained on our file for audit purposes.

TEST	REQUIRED RESULTS
TOEFL iBT:	53–100
IELTS General:	5.0 or higher
CAEL:	50–70
Cambridge:	CAE–C, CAE–B, CPE–C
CLB (Canadian Language Benchmark):	5 in all areas or higher
MELAB:	80–92
Can Test: :	4.5
PTE ACADEMIC	53 or higher

**Step 3.** Once we have received and reviewed all of the above entrance requirements, you will be sent an initial **OFFER LETTER** to let you know that you have met our Admission Requirements. This is not the Letter of Acceptance needed to submit for your Study Permit. Also, you will be sent an **ALBERTA STUDENT ENROLMENT CONTRACT FOR LICENSED VOCATIONAL TRAINING PROGRAMS** and our current GRADUATE REPORT. Please carefully read these important documents, and if you have any questions, e-mail Campbell College: info@campbellcollege.ca or call 1-780-448-1850 and ask for the Admissions Coordinator.

**Please follow these instructions carefully:**

**ALBERTA STUDENT ENROLMENT CONTRACT FOR LICENSED VOCATIONAL TRAINING PROGRAMS**

**On Page 1** — fill in the personal information high-lighted in yellow. You do not need to fill in your address as this can be done on campus when you start the program and when you know your address in Edmonton.

**On Page 2** — print, sign your name, and date the document.

*The document will be witnessed on Campus when you start the program and signed by the Authorized Representative.*

Please e-mail a scanned copy of this document (4-pages) to info@campbellcollege.ca

On Subject Line—International Student, and your Full Name (First, Middle, Last)

**GRADUATE REPORT:** Print and sign your name, and date the document and e-mail a scanned copy of this document (2-pages) to info@campbellcollege.ca On Subject Line—International Student, and your Name

**Step 4. PAY THE VoPP FEE of \$3,000.00 (CDN) plus \$75.00 towards bank charges. A Letter of Acceptance will be issued ONLY upon receipt of \$3,075.00.** Please read the following directions carefully.

*A fee of \$2,500.00 from the \$3,000.00 will only be refunded if you are denied a STUDY PERMIT and will require documentation to prove it was denied. \$500.00 will be charged towards Application Fee upon denial of your Study Permit. If the Study Permit is granted, \$3000.00 becomes non-refundable.*

**Transfer to:**

BANK NAME	RBC ROYAL BANK
BANK ADDRESS	11604 104 Ave NW, Edmonton, Alberta T5K 2T7
Branch Code/Number	003
TRANSIT #	05179
Account #	1000454
SWIFT CODE	ROYCCAT2

**PLEASE NOTE: Bank (Wire) Transfer ONLY** (Campbell College does not accept Bank Drafts)

**Note: You must send the following details with your fee transfer- STUDENT FULL NAME, STUDENT ID NUMBER, AND DATE OF BIRTH.**

Refunds will only be made to the bank account from where the remittance was made. Please ensure to email exact name of the sender, bank account number, name of the bank, exact address of the bank, swift code number, and any other details that your country’s authorities will require for us to refund your

money, if applicable. Applicable refunds will be made within 30-days from the date your request and required documentation is received.

Program fee deposits are non-interest bearing. Send an electronic copy of your bank receipt to; [info@campbellcollege.ca](mailto:info@campbellcollege.ca) On Subject Line—International Student and your name.

**Step 5. Letter of Acceptance:** When we have received all the admission requirements, as listed above, we will provide you with an official **Letter of Acceptance**, which is required in order to get your Study Permit.

Campbell College has been approved and designated to accept International Students. In order to qualify, your study visas and permits *must* be obtained through the Government of Canada website: <http://www.cic.gc.ca/english/Study/index.asp>

**VERY IMPORTANT:**

When you are selecting a program start date, please factor in the time it will take for you to attain all required study visas and permits. Your valid Study Permit must be received and on file with the college as a requirement of starting a program with Campbell College.

**INTERNATIONAL STUDENTS WHO CAN APPLY ON CAMPUS** must also meet the Admission Requirements as outlined with one exception—if you do not have results for one of the Language Proficiency Tests as described in Step 2) f), we can administer our Domestic Entrance Exam which will provide us with results of your English Language proficiency. *Please Call to make an appointment to attend one of our information sessions held on a weekly basis.*

**Healthcare Coverage Policy**

Students enrolled in programs that are shorter than twelve (12) months are not eligible for Alberta Health Care Insurance Plan (AHCIP). Campbell College highly recommends that International Students arrange healthcare before starting the Administrative Professional Program. We want you to be successful, and your healthcare and your ability to maintain good health, under any circumstance, will allow you to focus on your studies and get the maximum benefit from your educational investment. The following websites will provide you with information regarding healthcare, and options for healthcare benefits while studying in Canada:

- <http://iae.alberta.ca/postsecondary/international/adr/faq.aspx>
- <http://www.cowangroup.ca/en/benefits/international-programs/international-students>
- <http://www.studyinsured.com/>

**B.**

**Entrance Requirements and Admission Steps**

<b>Program:</b>	<b>Administrative Professional</b>	<b>Legal Administrative Assistant</b>	<b>Logistics &amp; Supply Chain Management</b>
VoPP	\$3,000.00	\$3,000.00	\$3,000.00
Tuition	\$12,310.00	\$16,850.00	\$15,000.00
Books and Supplies	\$1,900.00	\$1,900.00	\$2,500.00
<b>Total Cost</b>	<b>\$14,210.00</b>	<b>\$18,750.00</b>	<b>\$17,500.00</b>

*The VoPP fee is not included in the total cost for those who start the program.*

## Please Note:

The **VoPP Fee of \$3,000.00** must be submitted to Campbell College before we will process and send you your Letter of Acceptance. (See Admission Requirements)

## Payment of Tuition and Book Fees for International Students:

See Program Costs on top of this page.

- Books, Supplies, and Computer Lab Fees must be paid on the first day of the program
- Tuition Fee must be paid on the first day of the program

**Note:** We do not accept credit-card payments for tuition or book fees due to the high service fees; we accept cheques, money orders, or e-transfer payments.

**Exception:** If you are a protected person, who has qualified for Alberta Student Aid, we will accept the payment schedule as defined in your Student Award Letter.

## Registration Meeting

If you arrive in Canada for your program one week or more before your VoPP start date, you are welcome to call and make an appointment for a registration meeting.

## At this meeting we will:

- Assess your individual needs related to initial support you may require.
- Ensure you have read and understand all policies and procedures in your *International Student's Guidebook* and in the *General Student Handbook*.
- Explain and have you sign your *Payment Contract*.
- Explain and have you sign the *Student Enrolment Contract for Licensed Vocational Training Programs*



## Explanation of Tuition Refund Administrative Professional Program

10% or less	More than 10% but 50% or Less	More than 50%
Day 1 of program up to Day 23 (includes weekends and holidays)	Day 24 of program up to Day 115 (includes weekends and holidays)	Day 116 of Program until End Date (includes weekends and holidays)
The School (Licensee) is entitled to: <b>25%</b> of the total tuition  25% of \$12,910.00 = <b>\$3,227.50</b>	The School (Licensee) is entitled to: <b>60%</b> of the total tuition  60% of \$12,910.00 = <b>\$7,746.00</b>	The School (Licensee) is entitled to: <b>100%</b> of the total tuition  100% of \$12,910.00 = <b>\$12,910.00</b>

**GRANTS** are available to students with high financial need or special circumstances. A grant is money that you don't have to pay back—however, it is important to know that if you receive more funding than you are eligible for, you could have a grant overpayment.

**Common reasons for a grant overpayment include:**

- A change to your start or end dates
- Your costs and/or resources change during the school year
- You withdraw from school
- You are terminated from school

A grant overpayment will result in your grant being converted into a loan – and these loan dollars must be repaid.

## Explanation of Tuition Refund Legal Administrative Assistant Program

10% or less	More than 10% but 50% or Less	More than 50%
<b>Day 1 of program up to Day 37</b> (includes weekends and holidays)	<b>Day 38 of program up to Day 186</b> (includes weekends and holidays)	<b>Day 187 of Program until End Date</b> (includes weekends and holidays)
The School (Licensee) is entitled to: <b>25%</b> of the total tuition  25% of \$16,850.00 = <b>\$4,212.50</b>	The School (Licensee) is entitled to: <b>60%</b> of the total tuition  60% of \$16,850.00 = <b>\$10,110.00</b>	The School (Licensee) is entitled to: <b>100%</b> of the total tuition  100% of \$16,850.00 = <b>\$16,850.00</b>

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**Common reasons for a grant overpayment include:**

- A change to your start or end dates
- Your costs and/or resources change during the school year
- You withdraw from school
- You are terminated from school

A grant overpayment will result in your grant being converted into a loan – and these loan dollars must be repaid.

## Explanation of Tuition Refund Business Administration Program

10% or less	More than 10% but 50% or Less	More than 50%
<b>Day 1 of program up to Day 37</b> (includes weekends and holidays)	<b>Day 38 of program up to Day 186</b> (includes weekends and holidays)	<b>Day 187 of Program until End Date</b> (includes weekends and holidays)
The School (Licensee) is entitled to: <b>25%</b> of the total tuition  25% of \$15,500.00 = <b>\$3,875.00</b>	The School (Licensee) is entitled to: <b>60%</b> of the total tuition  60% of \$15,500.00 = <b>\$9,300.00</b>	The School (Licensee) is entitled to: <b>100%</b> of the total tuition  100% of \$15,500.00 = <b>\$15,500.00</b>

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**Common reasons for a grant overpayment include:**

- A change to your start or end dates
- Your costs and/or resources change during the school year
- You withdraw from school
- You are terminated from school

A grant overpayment will result in your grant being converted into a loan – and these loan dollars must be repaid.

## Explanation of Tuition Refund Logistics & Supply Chain Management Program

10% or less	More than 10% but 50% or Less	More than 50%
Day 1 of program up to Day 38 (includes weekends and holidays)	Day 39 of program up to Day 189 (includes weekends and holidays)	Day 190 of Program until End Date (includes weekends and holidays)
The School (Licensee) is entitled to: <b>25%</b> of the total tuition  25% of \$15,000.00 = <b>\$3,750.00</b>	The School (Licensee) is entitled to: <b>60%</b> of the total tuition  60% of \$15,000.00 = <b>\$9,000.00</b>	The School (Licensee) is entitled to: <b>100%</b> of the total tuition  100% of \$15,000.00 = <b>\$15,000.00</b>

**GRANTS** are available to students with high financial need or special circumstances. A grant is money that you don't have to pay back—however, it is important to know that if you receive more funding than you are eligible for, you could have a grant overpayment.

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- A change to your start or end dates
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- You withdraw from school
- You are terminated from school

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### Tuition Refunds

Tuition will be refunded to International Students as follows

- i. Where a Designated Learning Institution ceases to deliver a Designated Learning Program, the institution will compensate International Students for any undelivered portion of the program in accordance with its refund policy unless it provides a means to enable a student to complete the program without any disadvantage to the student in which case a refund is not required
- ii. Where a Designated Learning Institution ceases to deliver a Designated Learning Program licensed under the Private Vocational Training Act and the Private Vocational Training Regulation, the Regulation must be adhered to
- iii. If an international student terminates a student contract with the institution and/or withdraws from a program, the institution's tuition fee refund policy applies.



## **REFUND POLICY AS PER PCC REGULATION:**

As per the Private Vocational Training Regulation, a private career college cannot require students to pay any tuition amount before the first day of class, unless it is the registration fee (no more than \$500) or if the tuition is being paid by Alberta Student Aid. This applies to domestic and international students.

For domestic and international students, if the student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund all tuition fees paid by or on behalf of the student. For domestic and international students, if a licensee is required to refund any tuition fee or incidental fee, the refund must be paid no later than 30 days from the day the student contract is terminated.

## **INFRASTRUCTURE AND RESOURCES:**

Campbell College has the infrastructure and all resources necessary to deliver educational programs as advertised to all students, including international students. The College has 3 fully equipped computer labs, campus wide wifi connectivity, overhead projectors in all the classrooms and labs, classroom tables & chairs, student lounge & kitchen, lockers, photocopiers (paid) and dispensing machine for pop and eatables (paid). The College also has experienced Case Managers for all compliance, admissions and academic support. We maintain compliance with all requirements of Advanced Education regarding programs licenses in accordance with post-secondary education and industry standards and practices.

## **Information about Student Records:**

Campbell College is compliant with FOIP and PIPA. Students receive Campbell College's Personal Information Privacy Protection Policy on the first day of their classes. All student records are securely put away in a separate room with limited access to designated personnel. Student files/records are securely maintained under lock and key for regulated duration as per the Private Vocational Training Act directive.

All students also have access to their individual student records (grades, attendance, and general academic progress) through our CRM software called AmpEducator - <https://ceg.ampeducator.ca/web/home/dashboard/prepare>. Once the student is enrolled, an access will be provided to that specific student only to access his/her records.

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## **Contacts:**

**For Academic Support Contact Trish Mendes**

**For all General Enquiries Support Contact Shawna Zaychuk**

**[trish@campbellcollege.ca](mailto:trish@campbellcollege.ca)**

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