

4825 Mount Royal Gate SW, Calgary AB T3E 6K6

T: 403.440.6872 E: tvpm@mtroyal.ca

W: mru.ca/tvp/prep

The Transitional Vocational Program offers a variety of unique post-secondary opportunities designed to foster employment, and academic and personal growth. The Employment Preparation Extension Certificate program serves adults who have graduated or previously participated in vocational, integrated occupational, individual modified academic or special education programs.

Enrolment is limited. It is to your advantage to apply during the priority application period since the program can accommodate only a limited number of students.

Application Process

1. Complete this application and submit with a **non-refundable application fee** (this includes the assessment fee). Apply on or before January 31, 2024 and pay a **\$100 application fee**. Apply after January 31, 2024 and pay a **\$150 application fee**.
2. You may pay by debit (in-person only), Visa or MasterCard. To pay by credit card, please call CE Registration at 403-440-3833.
3. Mail application: Continuing Education Registration Services **Or: Secure Fax: 403.440.6743**
Mount Royal University
4825 Mount Royal Gate S.W.
Calgary, AB T3E 6K6
4. Applicants will be contacted to schedule an interview with a program staff member.
5. A Student Medical Information Form will be provided at the interview (to be completed by a physician). It is suggested this form be completed as soon as possible as it is required for stage two assessment. If the applicant is invited to stage two, the completed form must be submitted to the TVP Office on or before the first day of assessment.
6. Applicants invited to stage two assessment will receive a letter indicating the date/time/location and any special instructions.
7. Those selected for the Employment Preparation Certificate program will be notified.

Program start date: September 3, 2024

Tuition

Tuition for the program is \$8,617 (subject to change without notice; GST exempt). Additional fees for books, course materials, supplies and recreation are approximately \$850.

Fee payment due: August 15, 2024

Financial Assistance

Financial support may be available. Please call the TVP office for details at 403.440.6872.

Drop, Withdraw, and Refund Policy

Requests to be dropped from a course must be received **prior to the course start date**. A course refund (minus a 10% administration fee up to a maximum of \$50) will only be issued if the request to drop a course is received **10 days prior to the course start date**. Dropped courses do not appear on your transcript and no grade is received. **After the course start date**, you can request to withdraw yourself from a course up to the end date of the course. Please note, under no circumstances will a refund be provided for a withdrawal. Course withdrawals are noted on your transcript with a W grade.

For More Information

Telephone: 403.440.6872

E-mail: tvpm@mtroyal.ca

Website: mru.ca/tvp

Personal Information - Please Print Clearly						
Last Name (Legal)		First Name (Legal)		Middle Name (Legal)		
Previous Name (if applicable)	First Name (Preferred)	Gender		Birth date	dd	mm
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Specified				
Have you previously applied to a program at or attended Mount Royal University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, your MRU ID Number (9 digits): _____ Alberta Student Number (9 digits): _____						
Mailing Address (Street/PO Box No.)						
City/Town		Province/Country		Postal Code		
Telephone - Home ()		Telephone - Cell ()		Email Address		
Country of Citizenship:						
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Work Permit <input type="checkbox"/> Refugee <input type="checkbox"/> Other						
LEGAL GUARDIAN - Do you have a Legal Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress (If Yes, submit a copy of court documents proving guardianship to TVP prior to program start.)						
Legal Guardian Name:						
Telephone - Home ()		Telephone - Cell ()		Email Address		
EMERGENCY CONTACT - Next of kin or someone who should be notified in case of an emergency						
Emergency Contact Name				Relationship		
Telephone - Home ()		Telephone - Cell ()		Email		
PARENT/SUPPORT CONTACT						
Parent/ Support Contact Name				Relationship		
Telephone - Home ()		Telephone - Cell ()		Email		

PREVIOUS EDUCATION AND AGENCY INVOLVEMENT

Highest level of education completed: some high school high school diploma/certificate some post-secondary

Most recent high school / agency attended	City / Province	From: yy / mm	To: yy / mm	Program

PREVIOUS EMPLOYMENT, WORK, OR VOLUNTEER EXPERIENCE

1. Employer	From: yy / mm	To: yy / mm	<input type="checkbox"/> Employment <input type="checkbox"/> Work Experience <input type="checkbox"/> Volunteer Experience
Position	City / Province		Telephone ()
Duties	Reason for Leaving		
2. Employer	From yy / mm	To yy / mm	<input type="checkbox"/> Employment <input type="checkbox"/> Work Experience <input type="checkbox"/> Volunteer Experience
Position	City / Province		Telephone ()
Duties	Reason for Leaving		
3. Employer	From: yy / mm	To: yy / mm	<input type="checkbox"/> Employment <input type="checkbox"/> Work Experience <input type="checkbox"/> Volunteer Experience
Position	City / Province		Telephone ()
Duties	Reason for Leaving		

ADDITIONAL INFORMATION

How did you first hear about the program? <input type="checkbox"/> Teacher at high school <input type="checkbox"/> Parent or family member <input type="checkbox"/> Agency referral <input type="checkbox"/> Referral from previous student <input type="checkbox"/> Mount Royal University website <input type="checkbox"/> MRU Continuing Education Calendar <input type="checkbox"/> Resource fair, please specify _____ <input type="checkbox"/> Other, please specify _____	Present source of income <input type="checkbox"/> AISH <input type="checkbox"/> Social Assistance <input type="checkbox"/> Employment <input type="checkbox"/> Parents <input type="checkbox"/> Other, please specify _____	Source of funding for payment of tuition fees <input type="checkbox"/> Self Payment <input type="checkbox"/> RESP (Registered Education Savings Plans) <input type="checkbox"/> Foundational Learning Assistance <input type="checkbox"/> Advancing Futures <input type="checkbox"/> Other, please specify _____
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Freedom of Information and Protection of Privacy: The personal information you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta [(sections 33(a) and (c)]. This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities and in compliance with data sharing agreements. Your personal information is protected and can be reviewed upon request. Further information is available at mtroyal.ca/FOIP. Questions can also be directed to the MRU FOIP Office at 4825 Mount Royal Gate SW, Calgary, AB, T3E 6K6, by phone at 403-440-7288, or through email at foip@mtroyal.ca.