

## Application Process

1. Complete all parts of the application form, including signature (“X” shows where signature required)
2. Include copies of original education transcripts or certified translations. English translations of academic document must be from a certified by a translation service.
3. Include payment for non-refundable application fee and non-refundable seat deposit.
4. Submit all documents together to Louis Riel School Division online or via email to [ispadmissions@lrsd.net](mailto:ispadmissions@lrsd.net). Online submissions are preferred. Mailed applications can be submitted to 900 St. Mary’s Rd., Winnipeg, Manitoba, R2M 3R3.

## Entrance Prerequisites

Academic requirements and documentation:

- Applicant must have obtained the Manitoba Grade 12 or equivalent (*if you are currently in high school please contact ISP Admissions for further pre-requisites*).
- All supporting documents must be in English or have certified English translations attached.
- If you have attended a post-secondary institution including college, university, or a technical institute, we require submission of your official post-secondary transcripts. Faxes are not acceptable.
- Record of Immunizations, Criminal Record Check and Child Abuse Registry Check (may be required for some programs).

## English Language Proficiency

Applicants whose primary language is not English or whose education was conducted in a language other than English must meet English language proficiency requirements. See end of page 2 for English Language Proficiency Chart.

**IMPORTANT:** Copy of official test result must be submitted to the LRSD International Student Program directly. Tests taken more than 6 months prior to application may not be considered.

## **IMPORTANT POLICY INFORMATION**

### **Admission Process**

Acceptance to a program is based on the date of the completed application. No spots will be reserved for a student unless the full application package and documents are submitted. Applicants must submit the application fee and the seat deposit fee to receive a Letter of Acceptance.

As an applicant, it is your responsibility to notify LRSD International Student Program of changes to your personal information including your name, address, phone number, and email address. **Communications from LRSD returned as undeliverable will result in your application being canceled.**

**Study Permit:** Upon admission and acceptance to our program LRSD will supply you with a letter of acceptance. This letter can be used to apply to the Canadian Embassy, Consulate or High Commission for a Study Permit. *Students will not be able to begin studies in the ATC program unless a copy of a valid study permit is submitted and payment is made in full.*

**Work Permit:** For most programs at ATC, work experience is a required part of the curriculum. International Students enrolled in programs with a co-op or internship must apply for a work permit as well as a study permit. It is the responsibility of the student to apply for work permit.

For further information on studying and working in Canada refer to the Government of Canada website at <http://www.cic.gc.ca>

LRSD reserves the right to modify or cancel any program, process or procedure without notice or prejudice. Please visit the LRSD International Student Program website <http://isp.lrsd.net> for complete up-to-date program information.

### APPLICATION CHECKLIST

- Complete LRSD ATC International Application Form (Online Application preferred)
- Transcripts (copies of original)
- English Language Test results (i.e. IELTS), if English is not your first language
- Copy of Passport
- Application Fee (\$200) and Seat Deposit Fee (\$400) non-refundable.

### English Language proficiency chart

English language proficiency can be demonstrated in the following ways:

TEST OPTIONS	REQUIRED SCORE	WEBSITE
Academic English Program for College Admission	Achieve a minimum grade of 80%	
Academic English Program Level 5	Achieve a minimum grade of 65%	
Academic English Program for University and College Entrance (AEPUCE)	Achieve a minimum score of 65%	<a href="http://blogs.rrc.ca/lrc/programs/permanent-residents/esp/aepuce/">http://blogs.rrc.ca/lrc/programs/permanent-residents/esp/aepuce/</a>
Canadian Academic English Language Assessment (CAEL)	Achieve a minimum score of 60	<a href="http://www.cael.ca">http://www.cael.ca</a>
Canadian Test of English for Scholars and Trainees (CanTEST)	Achieve a minimum score of 4.0 in all sections	<a href="http://www.cantest.uottawa.ca">http://www.cantest.uottawa.ca</a>
International English Language Testing System (IELTS)	Achieve overall band score of 6.0, with each component no less than 5.5	<a href="http://www.ielts.org">http://www.ielts.org</a>
Test of English as a Foreign Language (TOEFL)	Internet Based (IBT): Achieve a minimum score of 78 with no less than 17 on each component score  Paper Based (PBT): Achieve a minimum score of 550 with no less than 50 (unscaled) in each component score	<a href="http://www.toefl.org">http://www.toefl.org</a>
University of Cambridge Certificate of Proficiency in English (CPE)	Achieve a minimum score of C	<a href="http://www.cambridgeesol.org/exams/cpe.htm">http://www.cambridgeesol.org/exams/cpe.htm</a>



## Refund Policy for International Students

### Withdrawals Before the Start of Classes

\$200.00 CAD Application Fee and \$400.00 CAD seat deposit are non-refundable. All other fees paid will be refunded. Only \$200.00 CAD Application Fee and \$200.00 Administration fee will be charged if applicants are denied a Study Permit, and a rejection document from the Canadian Embassy or Consulate is submitted.

### Withdrawals After the Start of Classes:

<b>After Start of Classes</b>	<b>Your Cost</b>
Day 1 – Day 5 (Calendar Days)	25% tuition charge
Day 6 – Day 30 (Calendar Days)	50% tuition charge
Day 31 – Day 90 (Calendar Days)	75% tuition charge
Day 91 and onward (Calendar Days)	Full tuition charge

## Transfer Policy

International students accepted into a LRSD ATC program may be provided an opportunity to transfer to an alternate ATC program where there are international seats available. There will be a \$100 transfer fee each time a program transfer occurs. There is no guarantee that a transfer can be provided.

## Payment Information

- Students can pay in full.
- Students can pay in two installments. The first installment is due two months prior to the first term start date and the second installment is due two months prior to the second term start date.

Non payment of tuition will result in the student being exited from the program. All institutional services including marks, diploma/certificate and future registrations will be withheld until all financial obligations to LRSD have been met in full.

Note: All payments must be in Canadian funds. You may pay the full tuition amount by cheque/credit/debit card directly to LRSD by the due date on your "Letter of Acceptance."