



Application for Admission for Continuing Studies and Distance Education Certificate Programs

Important Information

**For program information visit
www.okanagan.bc.ca/cs**

How to Apply

You can download the Continuing Studies Application form at www.okanagan.bc.ca/cs.

If you are unable to access the on-line application form, Continuing Studies, Okanagan College offices can provide you with a paper application form.

In-person Applications

You may visit any of the campuses or centres of Continuing Studies, Okanagan College to submit your application. Assistance is available to help you with the application process.

Number of Applications Permitted: You may apply to one or more programs in any given semester or program term. Each application must be submitted on a separate application form.

Campus of Study: Okanagan College is a multi-campus institution, and many programs are offered at more than one campus. However, not all programs are offered at all campuses.

When to Apply

Different programs have specific dates or deadlines by which applications must be received.

As an applicant, you are responsible for making yourself aware of application dates and deadlines, and for ensuring that your application is received by Continuing Studies, Okanagan College on time.

Application submission and deadline dates are published on the Continuing Studies, Okanagan College website at www.okanagan.bc.ca/cs, and in the Continuing Studies brochure.

Continuing Studies, Okanagan College reserves the right to stop accepting applications for a given program if the number of applications received greatly exceeds the enrolment capacity. Notice of program closures will be posted on the website.

Response Time: Okanagan College will strive to respond to your application within ten (10) business days. However, during busy times of the year please allow for up to twenty (20) business days for a response.

Transcripts: As an applicant, you are required to ensure that official sealed transcripts are submitted for all institutions attended other than Okanagan College. Those transcripts must have been issued within the previous six months. Current or past OUC students are not required to submit Okanagan University College transcripts. Your signature on this application authorizes the new Okanagan College to access OUC records in the event you have previously attended OUC.



Continuing Studies Application Form for Certificate Programs

I have applied/attended Okanagan College or OUC and have an ID number

I have a Provincial Education number (please submit)

I have a SIN number (please submit)

Personal Information - Please Print Clearly

Last Name (Legal name)		First Name (legal name)		Middle Name (please provide)	
Previous Name (if applicable)			E-mail Address		
Permanent Address: (correspondence regarding your application will be mailed to this address)				City	
Province/Country			Postal Code		
Telephone - Home		Cell Phone		Gender (required) <input type="checkbox"/> Male <input type="checkbox"/> Female	
Telephone - Business		Date of Birth (required)		day month year <input type="text"/> <input type="text"/> <input type="text"/>	
Citizenship Status		day month year		Note: Non Canadians must submit proof of immigration status with application (original documents must be submitted to Okanagan College for photocopying).	
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident: Effective Date		<input type="text"/> <input type="text"/> <input type="text"/>			
Emergency Contact:					
Name			Telephone ()		

Program Application Information. (You may apply for only one program per application)

Certificate Program: _____ Please check current listings, dates and locations at www.okanagan.bc.ca/cs		
Start Date: day month year <input type="text"/> <input type="text"/> <input type="text"/>		
Choose campus location or Distance Education.		
Campus or Centre: <input type="checkbox"/> Kelowna <input type="checkbox"/> Salmon Arm <input type="checkbox"/> Kalamalka (Vernon) <input type="checkbox"/> Revelstoke <input type="checkbox"/> Summerland <input type="checkbox"/> Penticton <input type="checkbox"/> Oliver <input type="checkbox"/> Distance Education		

OFFICE USE ONLY		
Date _____	Entered _____	(initial)

Secondary Education

Some programs require successful completion of Grade 12 and specific grade 12 courses. Please provide this information below. You must also forward an official sealed transcript to Continuing Studies, Okanagan College as soon as possible.

Most Recent Secondary School Attended	City/Province	From year/month	To year/month	Currently Attending	Grade/Year Completed	Language of Instruction

Post - Secondary Education

Arrange to have sealed official transcripts (issued within the last six months) sent to Continuing Studies, Okanagan College as soon as possible if a degree is required for entry into the program you are applying to.

Province (Country if outside of Canada)	University, College or Technical School	From year/month	To year/month	Currently Attending	Degree/Diploma Year Awarded	Language of Instruction

Voluntary disclosure

Aboriginal Applicants: To obtain services for Aboriginal students, please declare your aboriginal ancestry within the meaning of the Constitution Act of 1982:

- Status Indian
 Non-status Indian
 Metis
 Inuit

Students with Special Needs

Okanagan College desires to create an environment that reasonably accommodates your learning needs. We encourage applicants to indicate if they have special needs or require support to undertake their studies. This information will only be used to assess whether or not Okanagan College is able to provide the necessary support, and it will not be considered as part of the admission process. Do you have a disability, health issue, special learning need or any other condition that may require special support or accommodation to enable participation in the program in which admission is sought?

- yes
 no

If yes, please contact the Disability Services Office at 250-762-5445 ext. 4119. Applicants requiring accommodation for a disability or a special need are strongly encouraged to contact Disability Services at least three months in advance of attending classes. This will provide Okanagan College time to reasonably assess and accommodate the special needs without delaying the start of the student's studies.

Intent Is your educational goal to complete an entire program of study (any length) at Okanagan College. (eg: degree, diploma or certificate) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered no to the question above, what is your educational goal at Okanagan College: <input type="checkbox"/> Study for two years at Okanagan College <input type="checkbox"/> Take a few courses at Okanagan College <input type="checkbox"/> Study for one year at Okanagan College <input type="checkbox"/> I haven't decided yet <input type="checkbox"/> Other _____	After achieving your educational goal, what do you intend to do next? <input type="checkbox"/> Enter or re-join the workforce <input type="checkbox"/> Transfer to another college, university or institute <input type="checkbox"/> Nothing in particular - I'm here for general interest <input type="checkbox"/> I haven't decided yet <input type="checkbox"/> Other _____

Privacy of Records

Freedom of Information and Privacy legislation prevents staff from releasing any information about a student's record or registration, to anyone other than the student. We must, therefore, deal directly with the student on all inquiries, transactions or appeals. If, for any reason, you need a parent or other person to act on your behalf, and wish to give them full authority to do so, you must provide Okanagan College with a written release authorizing Okanagan College to provide information to that person.

Declaration (Application will be returned if not signed below)

I certify that the information contained herein and that all statements made in connection with this application are true, correct and complete. I understand that any misrepresentation, incomplete disclosure or falsified information on this application may result in the cancellation of my admission or registration status. I agree that Okanagan College may verify the information provided by contacting any secondary or post-secondary institutions. I understand that my admission will not be final until my file is complete and all required documents have been received by Okanagan College.

I understand and agree to abide by the regulations and policies of Okanagan College as outlined in the Calendar and on the Okanagan College website, along with any changes to the regulations and policies while I am a student at Okanagan College. I will rely only on information in the official version of the Calendar, not verbal advice. In addition, I agree to pay all fees and charges as approved by the Board of Governors to Okanagan College as required.

The information on this form is collected under the authority of the College and Institute Act and the Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of admission and registration, and, if admitted, it will be used for other decisions on your academic status at Okanagan College and other purposes consistent with the mandate of the institution. Information will be provided to the students' association, the alumni association and to the Okanagan College Foundation. Information may be used for purposes of alumni and development, recognition of academic excellence, convocation program, and, if granted an award, to the donor of the award. Information may also be used for research purposes but in those cases, individual identities will not be disclosed. I authorize the posting of my grades where such posting identifies me only by my personal OC student ID number.

Your signature on this application authorizes the Okanagan College to access OUC records in the event you have previously attended OUC.

For further information, please contact your campus of choice in Kelowna, Vernon, Penticton or Salmon Arm at the addresses listed on the following pages.

← **Applicant's Signature:** _____ **Date of Application:** _____

Right of Denial of Admission

Notwithstanding the general and specific program prerequisites set out in the Okanagan College Calendar, and enrolment capacity limitations, Okanagan College reserves the right to determine the admissibility of all applicants and to deny admission when in the opinion of Okanagan College there is reason to conclude that granting admission would not be in the best interests of the applicant or Okanagan College. This includes but is not restricted to applicants with a criminal record. Applicants thus denied admission may appeal to the appropriate Admissions Appeal Committee as described in the Okanagan College Calendar.

Submitting Your Application and Mailing Addresses:

Please submit the application to the campus to which you are applying to:

KELOWNA

Continuing Studies
1000 KLO Road
Kelowna, B.C., V1Y 4X8
Tel: (250) 862-5480

KALAMALKA (Vernon)

Continuing Studies
7000 College Way
Vernon, B.C., V1B 2N5
Tel: (250) 545-7291 local 2850

PENTICTON

Continuing Studies
583 Duncan Ave. West
Penticton, B.C., V2A 8E1
Tel: (250) 492-4305

SALMON ARM

Continuing Studies
Box 189, 2552 Trans Canada Hwy N.E.
Salmon Arm, B.C., V1E 4N3
Tel: (250) 804-8888

Oliver

Continuing Studies
Box 1799
9315-350 Ave.
Oliver, B.C. V0H 1T0
Tel: (250) 498-6264

Summerland

Continuing Studies
Box 1224
13211 Henry Ave.
Summerland, B.C. V0H 1Z0
(250) 492-4305

Revelstoke

Continuing Studies
Box 3118
1401-1st Street West
Revelstoke, B.C. V0E 2S0
(250) 837-4235

Detailed program information is available at www.okanagan.bc.ca/cs