

### **ADMISSION**

To be eligible for admission, students must be eighteen (18) years of age. Proof of age must be presented at the time of registration.

### **APPLICATION**

- The Professional Career Diploma Application Contract is located on the last page of this document
- Students may apply or, have someone apply for them in-person, by mail/courier or by fax.
- To apply, you must complete the application contract and submit it to the Centre for Continuing Education. A non-refundable deposit of \$625, which is applied to the tuition fee, must accompany the application. Students will receive confirmation that they have been accepted to the program by e-mail.
- The remaining tuition fees must be paid no later than fourteen (14) days prior to the commencement of classes in order to guarantee a student's place in the program.
- Payments may be made by debit card, MasterCard, Visa, Discover Card, American Express, certified cheque, or money order. Unfortunately, we cannot accept personal cheques or cash. All fees are payable in Canadian funds.
- Tuition fees do not include textbooks, dictionaries and supplies required for courses.
- The University reserves the right to change the fees without notice.

Centre for Continuing Education  
Concordia University  
1455 de Maisonneuve Blvd. West, FB 117  
Montreal, Quebec, CANADA H3G 1M8

Telephone: (514) 848-3600  
Fax: (514) 848-2806  
e-mail: [cce@concordia.ca](mailto:cce@concordia.ca)

### **ACCEPTANCE NOTIFICATION**

- Students will receive a confirmation that they have been accepted to the program by email.
- International students will receive our letter of acceptance to the program (which may be used to obtain your Study Permit and CAQ) by email.
- International students applying from outside of Canada should contact the nearest Canadian Embassy or Consulate in order to determine what steps must be followed to ensure entry into Quebec and Canada for the duration of their studies. Students must arrive at least one week prior to the commencement of classes for their acceptance to be valid.

### **FEES**

All fees (the balance of tuition fees and medical insurance) must be paid in full two weeks prior to the commencement of classes. Students must assume complete responsibility for their personal financial needs. All fees must be paid in Canadian funds. We do not accept personal cheques or cash.

**PLEASE NOTE:** Tuition Fees do not include textbooks, dictionaries and supplies.

### **HEALTH AND ACCIDENT INSURANCE FOR INTERNATIONAL STUDENTS**

Immigration Quebec regulations require that all international students be covered by a health insurance plan that meets government standards, while studying in Quebec. In keeping with this government directive, Concordia University has negotiated a compulsory health and accident insurance plan at a competitive cost that all Concordia international students must have. The cost of the plan will vary depending on the length of your studies. Please note: Exemptions will only be granted to international students who have a valid Quebec Medicare card or international students who receive a scholarship (including health insurance and tuition fees) from a sponsoring organization or government. Consequently, personal health insurance plans are not accepted by the university.

### **REFUND POLICY**

Requests for refunds must be made in writing to the Centre for Continuing Education in compliance with the existing Refund Policy contained in the Application Contract as well as the Registration Contract.

### **SPECIAL RESOURCES**

All students enrolled in an Intensive Professional Career Program have access to additional resources offered by the University which include Student Services such as Health Services, Counselling & Development services and Recreation and Athletics.

1455 de Maisonneuve Blvd. West, Montreal, Quebec H3G 1M8  
Tel: 514-848-3600 Fax: 514-848-2806

website: concordia.ca/cce  
email: cce@concordia.ca

STUDENT INFORMATION <i>(Please Print)</i>				STUDENT NUMBER
FAMILY NAME		FIRST NAME		
Date of Birth	MONTH DAY	<input type="checkbox"/> Male <input type="checkbox"/> Female	First application to study at Concordia University? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Country of Citizenship:	Your Status in Canada:	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Study Permit
		<input type="checkbox"/> Work Permit	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other: (specify)
MOTHER TONGUE (First Language)		LANGUAGE SPOKEN AT HOME		
STREET NUMBER	STREET NAME			APARTMENT
CITY			PROVINCE/STATE	
COUNTRY	POSTAL/ZIP CODE	TELEPHONE NUMBER		
EMAIL ADDRESS			CELLPHONE NUMBER	
<b>For which term are you applying?</b> <input type="checkbox"/> Fall 2019 <input type="checkbox"/> Winter 2020 <input type="checkbox"/> Spring 2020 <input type="checkbox"/> Summer 2020				

**SELECT THE INTENSIVE DIPLOMA PROGRAM**

PROGRAM

- |  |  |
|--|--|
| <input type="checkbox"/> Graphic Applications in Desktop Publishing (\$ 6,090) | <input type="checkbox"/> Business Studies (\$5,760)                        |
| <input type="checkbox"/> Human Resources Management (\$5,760)                  | <input type="checkbox"/> Social Media Application and Marketing (\$ 3,990) |

PAYMENT SUMMARY	Total Tuition	
<b>IMPORTANT:</b> A non-refundable tuition deposit of \$625 must accompany this application contract. In order to guarantee your place, the balance owing must be paid, in full, 14 days prior to the start of classes. International Students must purchase health insurance from Concordia University. In addition to tuition, students can expect to pay for textbooks, dictionaries and supplies when required.	<b>Tuition Deposit</b>	A minimum \$625 non-refundable deposit is required ( - )
	<b>Balance Owing:</b>	This must be paid 14 days prior to the start of classes ( = )

**International Students must purchase health insurance from Concordia University.**

**Withdrawal and Tuition Refund Policy:**

Once you have signed this contract, you are responsible for the full amount unless the following refund policy applies. Students may drop a course or swap (*drop/enroll*) a course on-line through the MyConcordia Portal or by writing to the Centre for Continuing Education. Non-attendance of classes does not constitute a course drop and is not subject to a refund of tuition fees. Students may not drop a course after 70% of the course has elapsed. All Application fees, registration fees and required tuition deposits are non-refundable and not transferable.

**Refund Policy Specific to Intensive Programs:**

Students who withdraw from an intensive program prior to the date of the first scheduled class will receive a full tuition refund, less the required minimum tuition deposit charged for that program. Students who drop a course or swap (*drop/enroll*) a course within the intensive program prior to the date of the first scheduled class for the course will receive a full tuition refund for the course less the portion of the required minimum tuition deposit associated with the course.

Students who withdraw from an intensive program within the first week of scheduled classes will receive a refund of 50% of the total tuition for the program. Students who drop a course or swap (*drop/enroll*) a course within the intensive program will be refunded 50% of the course tuition providing not more than 10% of the course hours have elapsed.







Students who withdraw from an intensive program, drop a course or swap a course within an intensive program after the above noted deadlines are not eligible for a refund.

All contracts are subject to revision for adjustment of errors. All fees are subject to change without prior notice.

The University reserves the right to cancel any course, seminar or program due to insufficient registration.

I agree that I will be bound by and undertake to observe the rules, regulations and policies in place at the Centre for Continuing Education, at Concordia University, including those policies contained in the Academic Calendar and those printed on this Application Contract.

DATE	SIGNATURE
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PAYMENT METHOD <i>(Cash and Personal Cheques are <b>NOT</b> accepted)</i>			AMOUNT:
<input type="checkbox"/>  <i>(in person only)</i>	<input type="checkbox"/>  <i>(Payable to Concordia University)</i>	<input type="checkbox"/> 	<input type="checkbox"/> 
		<input type="checkbox"/> 	<input type="checkbox"/> 
CREDIT CARD NUMBER			EXPIRY DATE (MONTH/YEAR)
DATE	NAME AS IT APPEARS ON THE CREDIT CARD	CARDHOLDER'S SIGNATURE	