



Alexander College

2016-2017 VIEWBOOK

YOUR ROAD TO

UNIVERSITY

STARTS HERE

Mission Statement

Alexander College helps individuals benefit from participating in the higher education community. We provide the first two years of university study leading to an Associate degree and university transfer in a student-centered and supportive environment.



Pages
1 - 4
Our College

Pages
5 - 10
Our Programs

Pages
11 - 12
Course Catalogue

Pages
13-15
How to Apply

Burnaby Campus
+1 604-435-5815
#101 - 4603 Kingsway, Burnaby
British Columbia, Canada V5H 4M4

Vancouver Campus
+1 604-681-5815
#100 - 602 West Hastings, Vancouver
British Columbia, Canada V6B 1P2

facebook.com/AlexanderCollege
 twitter.com/alexander_edu

youtube.com/user/acbccanada
 instagram.com/alexandercollege



Alexander Mackenzie

A Historical Connection

Alexander College is named for Alexander Mackenzie, the Scottish-born fur trade adventurer and author who made an arduous journey from the east to reach the Northern Pacific by an overland crossing. Alexander Mackenzie has a special place in Canadian history and it is in the spirit of his achievement and vision that Alexander College honours his name.

Goals

- Provide a serious and supportive learning environment where students with a variety of cultural backgrounds and language abilities can begin university study while simultaneously improving their English language skills.
- Foster individual growth and development by supporting each student's academic achievement and involvement in the community life of the College.
- Provide academic preparation that is recognized by other academic institutions throughout North America and beyond, and that provides a foundation for successful progress through more advanced studies.
- Establish and maintain a reputation for excellence in the academic community in every aspect of college programs, activities, and services.

Why Choose Alexander College?

- Urban campuses located in downtown Vancouver and central Burnaby
- Affordable fees for international students
- Fully transferable courses to universities and colleges in B.C.
- Small class sizes with limits of 15-35 students per classroom for all subjects
- Free tutoring and academic support in all subject areas provided by the Writing and Learning Centre
- Personalized academic planning and career advising services
- Inclusive and interactive clubs, events, and indoor/outdoor activities
- Well qualified, fully engaged staff and instructors available to provide student-centered support
- Consideration of international course work and credentials



Campus Life

Vancouver Campus: Our Vancouver campus is located in the heart of downtown Vancouver, just minutes from major public transportation hubs at the city's waterfront.

5 minute walk from the Skytrain Station

Library

Science and Computer labs

Burnaby Campus: Our Burnaby campus is located in the centre of South Burnaby's Metrotown area, just a few steps from major public transportation hubs at Metrotown.

Student Lounge

Writing and Learning Centre

Dining, Entertainment and Shopping

Welcome to Vancouver: Recognized as one of the world's most liveable cities, Vancouver is a destination of choice for people from all over the world. Metro Vancouver is also home to several prestigious universities, including the University of British Columbia and Simon Fraser University, the two largest in the province.

Prestigious Universities

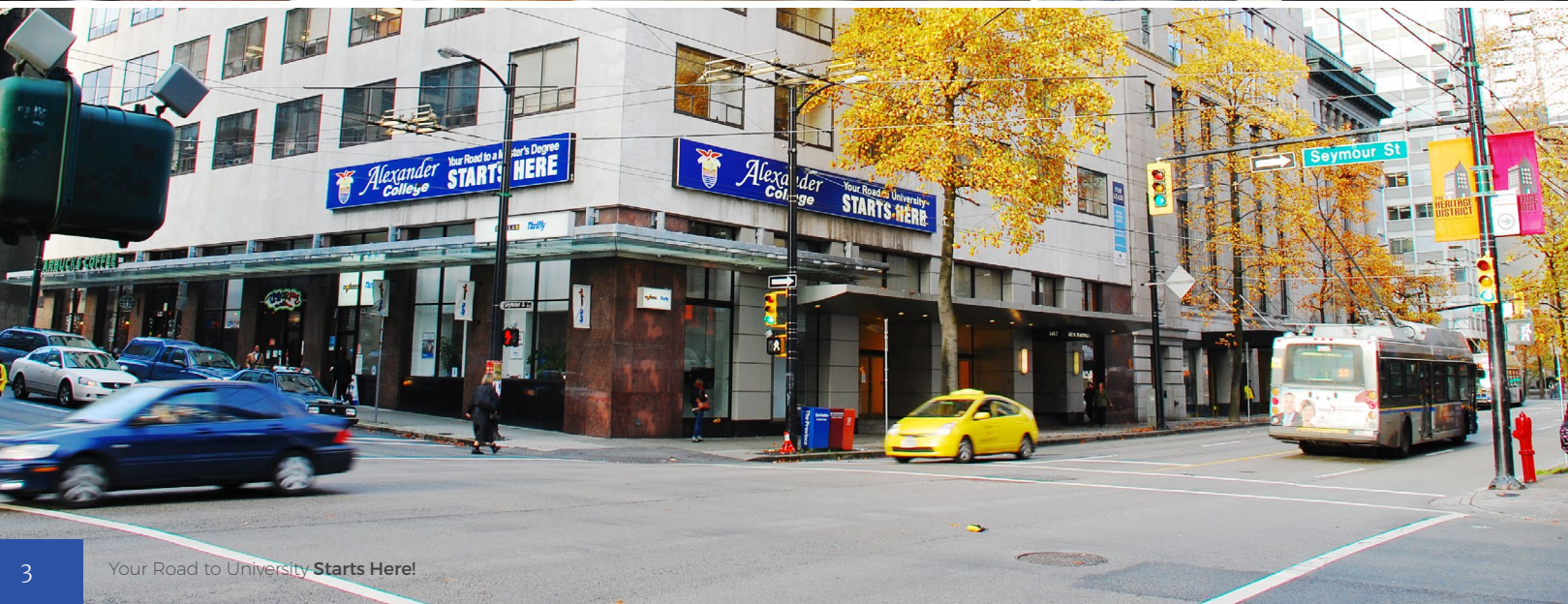
Cultural Diversity

Metropolitan

Beaches & Parks

Mild Climate

Mountains



Student Success Services

Academic Advising: Academic Advisors assist students with program and course selection and help them to develop an education plan that meets specific individual needs. Our Advisors can answer questions, provide information and support, and assist students to create and follow a plan of study.

Health and Wellness Counselling: Alexander College's Registered Clinical Counselor provides Health and Wellness Counseling services at both campus locations. The counseling sessions are designed to provide students with a safe, supportive, and confidential space in which to discuss issues that may be causing distress and personal struggle.

Writing and Learning Centres: The Centres provide free and ethical tutoring at both campus locations. Tutoring is available in-person and online for all courses offered at the College, and in-class and campus-wide workshops are offered regularly. The Writing and Learning Centres help students develop their study and writing skills for success at Alexander College and beyond.

Student Association and Student Life: Student Life and the Alexander College Student Association (ACSA) work together to provide students with the opportunity to experience both Canadian culture and the diverse cultures of other students. Students engage with each other and gain a sense of belonging through on-campus activities and events in the community.

Library: The Alexander College Library plays a key role in achieving the educational directives of the College by serving as an information centre in which students engage in academic, cultural and social activities. The Library is dedicated to providing the highest level of resources (whether traditional or digital) and instructional services so students and faculty can perform research, study, and surf the web with confidence.

Career Advising: Services are offered to all students as we believe that career development is a lifelong process and is thus a vital part of student success. Career Advisors help students with both job preparation and career exploration.

UNIVERSITY

In the University Transfer Program, students are able to explore their interests through first and second-year university courses that may be transferred to a college or university in the second or third program year.

Bachelor's degrees are typically four years in duration, and are offered by all major public and private universities in Canada. These universities use a credit-based system, with majors (specializations) and degree programs requiring completion of a set number of course credits. A standard Bachelor's degree program requires completion of 120 credits in total.

Students can enter a university after completing some course credits at a college. In British Columbia, the majority of accredited public and private colleges and universities are members of the BC Transfer System, which allow students to transfer their post-secondary credits between member institutions. Students who enter a university via a college (as opposed to entering a university directly after completing

high school) are called transfer students. Alexander College offers a wide range of first and second-year university courses that are transferable within the BCCAT BC Transfer system and beyond. This allows students to receive credit from their chosen university for courses taken at Alexander College.

To gain admission to a university, transfer students will be expected to fulfill the university's general admission requirements as well as any specific program requirements set forth by certain university faculties, departments, or schools. To assist students in choosing courses that will allow them to successfully transfer to the university, Alexander College offers comprehensive Academic Advising Services. Academic Advisors help students to understand admission and program requirements, and to create a personalized study plan aimed at fulfilling those requirements.

TRANSFER



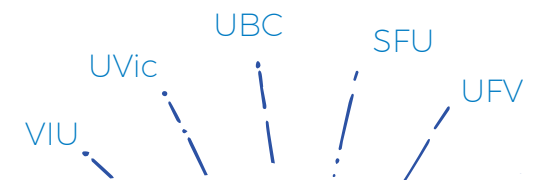
BC Transfer System

Alexander College is a member of the British Columbia Council on Admissions and Transfer (BCCAT) system and has established transfer agreements with colleges and universities across British Columbia, including the most prestigious universities in the province. Alexander College is continuously negotiating new transfer agreements with institutions in BC and the rest of Canada, as well as with other colleges and universities around the world.

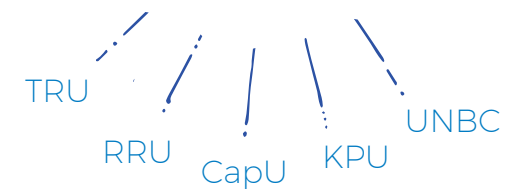
The BCCAT transfer system's online transfer guide enables students to check the transferability of the courses they wish to take, as well as develop a study plan allowing seamless transfer between Alexander College and the specific program they wish to complete.

These tools are available at:

www.bctransferguide.ca
www.educationplanner.ca



Alexander College



For the full list of BC Transfer System member institutions, please visit:
<http://www.bctransferguide.ca/system/>



ASSOCIATE DEGREES

Associate of Arts Degree

Our Associate of Arts Degree is an undergraduate degree program in which students gain multi-disciplinary knowledge in the faculties of arts, humanities, and social sciences, and develop their critical thinking and research skills. The program provides a comprehensive learning experience that also allows students to customize their coursework in order to focus on an area of personal interest.

Associate of Arts (Business) Degree

Our Associate of Arts (Business) Degree is an undergraduate program in which students gain multi-disciplinary knowledge in the faculties of economics, management, accounting, marketing, and statistical analysis, and will develop their critical thinking and research skills. The program also includes a customizable concentration in economics, which allows students to further explore economic theory and applications in conjunction with selected topics related to commerce.

Associate of Arts (Economics) Degree

Our Associate of Arts (Economics) Degree is an undergraduate degree program in which students gain multi-disciplinary knowledge in the areas of theoretical and applied economics, as well as competitive behaviour, economic policy, and the global economy. Students will acquire the tools to be able to analyze the production, distribution, and consumption of goods and services.

Associate of Arts (Psychology) Degree

Our Associate of Arts (Psychology) Degree is an undergraduate program in which students gain multi-disciplinary knowledge in the faculties of arts, humanities, and social science, and develop their critical thinking and research skills. The program also includes a customizable concentration in psychology, which allows students to explore different areas in psychology, including cognitive and abnormal psychology, data analysis, research methodology, and the scientific basis of human behaviour.

Associate of Science Degree

Our Associate of Science Degree is a two-year undergraduate degree program in which students gain multi-disciplinary knowledge of natural and applied sciences, and develop their critical thinking and research skills. The program provides a comprehensive learning experience that also allows students to customize and focus their coursework in an area of personal interest such as biology, chemistry, health science or physics. Many students complete their Engineering transfer requirements using the Associate of Science courses.

Upon completion of any Associate Degrees at Alexander College, students may choose to enter the workforce or continue their undergraduate studies. An Associate Degree may be transferrable to the third year of a four-year bachelor's degree program at a university.



ENGLISH FOR

ACADEMIC PURPOSES

The English for Academic Purposes (EAP) program is a preparatory program designed to develop core English Language skills within a post-secondary context, enabling students to approach college/university studies with the required foundational English language competencies.

The EAP program consists of six levels, each of which focuses on language learning in the context of academic subjects such as science, economics, psychology, sociology, literature, and philosophy. Our EAP classes are specifically designed to develop our students' academic study and participation skills, while improving their English to a level that will ensure their success in further university work. The six courses are divided into three categories: Foundations, Intermediate Academic Preparation, and Advanced Academic Preparation.

 <p>ENGLISH FOUNDATIONS</p> <p>ENGL 094</p> <p>Upper Beginner</p>	 <p>ENGLISH FOUNDATIONS</p> <p>ENGL 095</p> <p>Lower Intermediate</p>
 <p>ACADEMIC PREPARATION</p> <p>ENGL 096</p> <p>Intermediate</p>	 <p>ACADEMIC PREPARATION</p> <p>ENGL 097</p> <p>Upper-Intermediate</p>
 <p>ACADEMIC PREPARATION</p> <p>ENGL 098</p> <p>Lower-Advanced</p>	 <p>ACADEMIC PREPARATION</p> <p>ENGL 099</p> <p>Advanced</p>

Foundations

ENGL 094 and 095 are designed for students who are in need of building the foundations of the English language before moving on to academic-related skills requiring more clarity and fluency in English. The emphasis in these courses is on improving language skills with a strong focus on grammar and vocabulary building to improve reading, writing, listening, and speaking skills.

Intermediate Academic Preparation

The objective in ENGL 096 and 097 is to help prepare students for success in a North American post-secondary setting by improving skills in six key areas: reading, writing, listening, speaking, critical thinking, and research. Emphasis is placed on learning specific academic skills, including note-taking, citing sources, structuring writing formally, and researching.

Advanced Academic Preparation

The Advanced EAP courses ENGL 098 and 099 focus on writing, reading, listening, and speaking, and provide ample opportunity to develop these skills through direct and interactive practice. Students will also develop research and essay writing skills to enhance their core competencies and prepare them for college/university study. Students will be trained to recognize different genres of writing, their strategies, and purpose. Assignments will require students to discuss and compose literary analyses, reviews, critiques, argumentative essays, research papers, and business reports.





COURSE CATALOGUE

Department of Asian Studies

ASIA 100 – Contemporary China
 ASIA 101 – Contemporary Japan
 ASIA 200 – Chinese Civilization and Society
 ASIA 201 – Japanese Civilization and Society
 ASIA 202 – Japanese Popular Culture

Department of Biology

BIOL 100 – Introduction to Biology
 BIOL 101 – Introduction to Biology I
 BIOL 102 – Introduction to Biology II
 BIOL 110 – Anatomy and Physiology
 BIOL 201 – Cell Biology
 BIOL 203 – Genetics
 BIOL 204 – Introductory Ecology
 BIOL 205 – Human Physiology

Department of Business Economics

BUEC 233 – Economics and Business Statistics II

Department of Chemistry

CHEM 100 – Environmental Chemistry
 CHEM 101 – Principles of Chemistry I
 CHEM 102 – Principles of Chemistry II
 CHEM 201 – Organic Chemistry I
 CHEM 202 – Organic Chemistry II

Department of Commerce

COMM 100 – Introduction to Business
 COMM 237 – Information Systems in Business
 COMM 280 – Small Business and Entrepreneurship
 COMM 281 – Human Resource Management
 COMM 290 – Introduction to Quantitative Decision Making
 COMM 291 – Applications of Statistics in Business
 COMM 292 – Management and Organizational Behaviour
 COMM 293 – Financial Accounting
 COMM 294 – Managerial Accounting
 COMM 296 – Introduction to Marketing
 COMM 298 – Introduction to Financial Management

Department of Computer Science

CPSC 100 – Elements of Computer Science
 CPSC 111 – Introduction to Computation
 CPSC 112 – Introduction to Programming
 CPSC 115 – Discrete Structures
 CPSC 225 – Data Structures and Object-Oriented Programming

Department of Economics

ECON 103 – Principles of Microeconomics
 ECON 105 – Principles of Macroeconomics
 ECON 201 – Microeconomic Theory I: Competitive Behaviour
 ECON 210 – Money and Banking
 ECON 260 – Environmental Economics
 ECON 280 – Introduction to Labour Economics
 ECON 290 – Canadian Microeconomic Policy
 ECON 291 – Canadian Macroeconomic Policy
 ECON 295 – Managerial Economics

Department of English

ENGL 100 – Strategies for University Writing
 ENGL 101 – Introduction to Fiction
 ENGL 102 – Introduction to Poetry
 ENGL 103 – Introduction to Drama
 ENGL 220 – English Literature to the 18th Century
 ENGL 221 – English Literature from the 18th Century to the Present
 ENGL 222 – Canadian Literature

Department of Film Studies

FILM 101 – Appreciation: World Cinema

Department of French

FREN 100 – French for Beginners I
 FREN 101 – French for Beginners II

Department of History

HIST 101 – Canada to Confederation
 HIST 102 – Canada since Confederation
 HIST 201 – India under British Rule
 HIST 223 – Early Modern Europe, 1500-1789
 HIST 224 – Europe from the French Revolution to the First World War

Department of Mathematics

MATH 100 – Pre-Calculus
 MATH 104 – Differential Calculus with Applications to
 Commerce and Social Sciences
 MATH 105 – Integral Calculus with Applications to
 Commerce and Social Sciences
 MATH 151 – Calculus I
 MATH 152 – Calculus II
 MATH 232 – Elementary Linear Algebra
 MATH 251 – Multivariable Calculus
 MATH 255 – Ordinary Differential Equations

Department of Philosophy

PHIL 100 – Knowledge and Reality
 PHIL 110 – Introduction to Moral Philosophy
 PHIL 120 – Introduction to Logic and Critical Thinking
 PHIL 203 – Metaphysics
 PHIL 210 – Natural Deductive Logic

Department of Physics

PHYS 100 – Introduction to Physics
 PHYS 101 – Physics for the Life Sciences I
 PHYS 102 – Physics for the Life Sciences II
 PHYS 141 – Engineering Physics I: Mechanics and Modern Physics
 PHYS 142 – Engineering Physics II: Electricity and Magnetism, Optics
 PHYS 151 – Mechanics for Engineers
 PHYS 152 – Oscillations and Waves, Fluids, Heat, and Thermodynamics
 PHYS 153 – Electricity and Magnetism, Circuits, Radiation
 PHYS 191 – Introduction to Astronomy

Department of Psychology

PSYC 101 – Introduction to Biological and Cognitive Psychology
 PSYC 102 – Introduction to Developmental, Social,
 Personality, and Clinical Psychology
 PSYC 217 – Thinking Clearly about Psychology
 PSYC 218 – Analysis of Behavioural Data
 PSYC 223 – Psychological Tests and Measurement
 PSYC 241 – Abnormal Psychology
 PSYC 250 – Developmental Psychology: Childhood and Adolescence
 PSYC 260 – Social Psychology

Department of Sociology

SOCI 100 – Introduction to Sociology
 SOCI 103 – Canadian Society
 SOCI 200 – Research Methods in the Social Sciences
 SOCI 210 – Crime and Society
 SOCI 220 – Social Movements and Social Change
 SOCI 250 – Introduction to Sociological Theory

Department of Statistics

STAT 200 – Introduction to Statistics



How to Apply

1. Choose your program

Meet with an AC Academic Advisor or visit www.alexandercollege.ca/programs/ for a complete list of program choices. Career Advisors are also available to assist in making the right program selection based on your unique goals and interests.

2. Review language and program requirements

Meet with an AC Enrolment Advisor or visit www.alexandercollege.ca/admissions-and-registration/admission-requirements/ to learn about language and admission requirements.

3. Complete the admissions process

Review the application checklist, gather your documents, and submit an application package in person, by mail, or by email at apply@alexandercollege.ca

English Proficiency Requirement

English is the language of instruction at Alexander College, therefore applicants are required to demonstrate proficiency in English. This requirement can be satisfied in several different ways, the most common being an Alexander College English Placement Test (EPT), or results from standardized tests such as IELTS or TOEFL.

Students not meeting the English proficiency requirements for direct admission to the University Transfer or Associate Degree programs may be admitted to the English for Academic Purposes (EAP) program www.alexandercollege.ca/programs/english-for-academic-purposes/

General Admission Requirements

- Completion of Secondary Education (12 years, or equivalent) or mature student status
- Academic and/or GPA requirements specific to individual programs
- Demonstrated proficiency in the English language
- Canadian Citizenship or legal authorization to study in Canada
- At least 16+ years of age

Individual programs may have additional admission requirements, please consult www.alexandercollege.ca/admissions-and-registration/program-specific-requirements/

Direct Admission (University Transfer and Associate Degree programs)

- ENGL 12 (B or higher)
- ENGL 099 (C or higher)
- IELTS 6.0 (W: 6.0)
- TOEFL 80 (W: 19, R: 19, L: 18, S: 18)
- LPI 4 (Essay 24)

For a full list of ways to satisfy the English proficiency requirement, visit: www.alexandercollege.ca/admissions-and-registration/english-proficiency/



Alexander College

Vancouver Campus
#100-602, West Hastings Street
Vancouver British Columbia, V6B 1P2, Canada
Tel. (604) 681 5815 Fax. (604) 681 5819

Burnaby Campus
#101-4603, Kingsway
Burnaby British Columbia, V5H 4M4, Canada
Tel. (604) 435 5815 Fax. (604) 435 5895

OFFICE USE ONLY

Application ID

APPLICATION FOR ADMISSION (2016)

This application is submitted by: Self Authorized Representative: _____ Student Initials: _____
Have you ever applied to Alexander College before? No Yes If yes, previous student ID number: _____

PERSONAL INFORMATION

Legal Last Name	Legal First Name	Preferred First Name, if applicable
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (YYYY/MM/DD)	Country of Citizenship
Home Phone Number	Cell Phone Number	Email Address
Local Mailing Address		City
Province/State	Country	Postal Code
Permanent Address (if different from local address)		City
Province/State	Country	Postal Code

Emergency Contact (in case of emergency)

Name _____	EDUCATIONAL HISTORY
Relation to you _____	Secondary (High School) Information
Telephone Number _____	Secondary School Name _____
Email Address _____	Location (City, Country) _____ PEN Number, if applicable: _____

Citizenship Information

- Domestic (Canadian Citizen)
 Domestic (Permanent Resident)
 International Other _____

Post Secondary (College or University) Information

College/University Name _____
Location (City, Country) _____

The Associate Degree program is offered under the written consent of the B.C. Minister of Advanced Education, having undergone a quality assessment process administered by the Degree Quality Assessment Board and been found to meet the criteria established by the Minister. Each student has the responsibility to ensure the degree will meet their needs and employer requirements.

PROGRAM CHOICE

<input type="checkbox"/> English for Academic Purposes	<input type="checkbox"/> Associate Degree	INTAKE TERM
<input type="checkbox"/> University Transfer	<input type="checkbox"/> Associate of Arts degree	<input type="checkbox"/> Fall (September - December)
<input type="checkbox"/> Arts	<input type="checkbox"/> Associate of Arts (Business) degree	<input type="checkbox"/> Winter (January - April)
<input type="checkbox"/> Commerce/Business	<input type="checkbox"/> Associate of Arts (Economics) degree	<input type="checkbox"/> Spring (May - July)
<input type="checkbox"/> Science	<input type="checkbox"/> Associate of Arts (Psychology) degree	<input type="checkbox"/> Summer Intensive (July - August)
	<input type="checkbox"/> Associate of Science degree	

Release of Personal Information (Optional)

Please complete this section if you would like to give another person or organization access to your information, including registration, attendance, and grades.

Individual or Agency name	Applicant Signature
---------------------------	---------------------

APPLICATION FEE

A non-refundable \$150 application fee must be included with this form

<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> American Express	Card Number
<input type="checkbox"/> Personal Cheque	<input type="checkbox"/> Money Order	<input type="checkbox"/> Bank Draft	Name on Card
<input type="checkbox"/> Wire Transfer	<input type="checkbox"/> Cash	<input type="checkbox"/> Debit Card	Expiry Date (MM/YY)

DECLARATION

- I declare that the information I have submitted with my application, and all supporting documentation, is true and complete.
 - I understand evidence of falsified information or documents will result in permanent cancellation of my application and/or permanent dismissal from the college.
 - Alexander College is committed to using personal information in accordance with the Personal Information Protection Act (PIPA). By providing personal information with your application, you give consent for the College to use the information solely for the purposes of providing academic and student support services.
 - I authorize Alexander College to use my Personal Education Number (PEN) to conduct research and statistical analysis relating to student mobility and academic success in accordance with section 170.1 of the School Act.
 - I understand that I must declare any difficulty that requires accommodation at the time of admission.
 - I authorize Alexander College to verify the information I have submitted with my application, and the authenticity of all supporting documentation.
 - I understand that it is my responsibility to be aware of and to comply with the policy and procedures of Alexander College.
 - I understand that the Registrar may share information with other post-secondary institutions in the event that an applicant or student is found to have misrepresented information or falsified documents.
- I consent to receive promotional emails from Alexander College regarding programs or offers that may be of interest to me. I understand that I may unsubscribe at any time via email.

Applicant Signature	Date (YYYY/MM/DD)
---------------------	-------------------

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at <http://www.alexandercollege.ca>.

APPLICATION PROCEDURE

When applying to Alexander College, you may wish to contact us directly and speak with an Education Advisor. We will provide answers to your questions and help you with the application process. Programs at Alexander College have open enrolment and applications are accepted until programs are full and for up to two weeks after the semester begins. Some courses can fill quickly, and we encourage new students to submit applications as soon as possible in order to have the greatest course selection.

APPLICATION FEE

An application fee of \$150.00 CDN is required with each Application for Admission. Applications submitted without an application fee will not be processed.

Please note: The application fee is non-refundable and non-transferrable, but does not expire and may be deferred to a later entry date should the student encounter delay.

GENERAL ADMISSION REQUIREMENTS

English Proficiency: Applicants must complete English 12 with a minimum grade of “B” or equivalent. Students who do not meet the English proficiency requirement for an academic program will be placed in the English for Academic Purposes Program.

Grade 12 Completion (Domestic): Applicants must successfully complete a BC secondary program (Grade 12) or the equivalent, and are required to submit transcripts showing the last 3 years of senior education (grades 10-12). Alternately, applicants may be admitted based on successful completion of the A.B.E. (Adult Basic Education Program), G.E.D. (General Educational Development testing program), or with mature student status.

Grade 12 Equivalency (International): Applicants must successfully complete a senior secondary school compulsory education program equivalent to 12 years of education, and are required to submit transcripts showing the last 3 years of senior education (Year 1-3 or Grades 10-12)

Mature Student Admission: Applicants who have not graduated from high school, or equivalent, and are over 19 years of age may be admitted to Alexander College as a mature student provided that they have submitted all required documents, including educational transcripts for the highest level of education completed, and have met the requirements for English language proficiency.

Provisional Admission: Applicants with a documented history of academic difficulty may be admitted to the College provisionally. Provisional Admission applies to students who meet all other admission requirements but who present a cumulative post secondary GPA below 1.50 in at least 9 credits and/or have been required to withdraw from another post secondary institution. Students are required to sign a letter of acknowledgement and are admitted with Academic Probation standing. Students who are admitted on Provisional Admission may be issued an official Letter of Acceptance for a maximum study period of one (1) year.

APPLICATION CHECKLIST

Please include the following documents with your application for admission:

- Application form
- Admission with Unofficial Documents form, if applicable.
- Application fee of \$150
- Direct from High School** (not completed ANY post-secondary study) High school transcript showing the last 3 years (grades 10-12), and graduation certificate
- Post-Secondary Transfer** - transcripts from all post-secondary institutions attended
- Official or notarized English translations of any academic documents not in the English language
- Photocopy or original valid English test result sheet (TOEFL, IELTS, etc.), BC High School English 12 or Communications 12, or Alexander College EAP assessment result sheet
- Copy of valid passport pages
- Copy of valid study permit (international students)
- Copy of valid permanent residence card, citizenship card, or Canadian passport (domestic students)
- Copy of valid medical insurance

TUITION REFUND POLICY

The following is an abridged version of the Refund Policy. The full policy is available at <http://www.alexandercollege.ca/admissions/fees-refunds/>

General Rules (all students)

1. Refunds are granted only for courses officially dropped prior to the published deadline.
2. Eligibility for a refund is determined by the date the course is dropped.
3. Refunds are processed under the name of the student unless an alternate request is submitted by the student in writing.
4. Students who have been issued Official school letters (Official Letter of Acceptance, Confirmation of Enrolment Letter, Continuing Studies Status Letter, etc.) are not eligible for a tuition refund, even if the Original document is returned to the College. Course registration can only be deferred within the Confirmation of Enrolment study period.
5. Refund requests are processed after all required supplementary documentation has been submitted.
6. Approved refund requests are processed within four to six weeks.
7. A minimum amount of \$10.00 is required to process a refund.
8. Refund cheques may be picked up at the Bookstore.

Overseas International Students (not yet arrived in Canada)

International students who have been issued an Official Letter of Acceptance from Alexander College are not eligible for a refund, unless the student is required to withdraw from their program of study due to refusal of Study Permit authorization from Citizenship and Immigration Canada.

Domestic, Local International, and Returning Students

Local international or returning students who have been issued an Official Letter of Acceptance or Confirmation of Enrolment letter from Alexander College are not eligible for a refund, unless the student is required to withdraw from their program of study prior to course registration due to refusal of Study Permit extension from Citizenship and Immigration Canada.

Course Withdrawals

All tuition refunds require written notice of withdrawal (Request to Drop a Course form or Request to Withdraw from a Course form), which must be received by the College before the published deadlines, as follows:

Winter and Fall semester

Before classes start

- 100% refund up to the last day of the Regular Registration period.
- 75% refund during the Late Registration period, up to the semester start date (from the Monday, 2 calendar weeks before the semester start date until the business day before the semester start date).

After classes start

- 50% during week 1 (from the semester start date until 4:00pm on the Friday of the first week of classes)
- 30% during week 2 (from the Monday of the second week of classes to 4:00pm on the Friday of the second week of classes)
- No refund is issued for courses withdrawn after 4:00pm at the end of week 2.

Spring and Summer semester

Before classes start

- 100% refund up to the last day of the Regular Registration period.
- 75% refund during the Late Registration period, up to the semester start date (from the Monday, 2 calendar weeks before the semester start date until the business day before the semester start date).

After classes start

- 50% prior to 4pm on the first Tuesday of the first week of the semester.
- 30% after the first Wednesday of the first week and prior to the end of the first week of the semester.
- No refund is issued for courses withdrawn after 4:00pm at the end of week 1.

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at <http://www.alexandercollege.ca>.

Rev. 01.2016

Visit us at:
www.alexandercollege.ca





Alexander College

Burnaby Campus
+1 604-435-5815

#101 - 4603 Kingsway, Burnaby
British Columbia, Canada V5H 4M4

Vancouver Campus
+1 604-681-5815

#100 - 602 West Hastings, Vancouver
British Columbia, Canada V6B 1P2

 facebook.com/AlexanderCollege

 twitter.com/alexander_edu

 youtube.com/user/acbccanada

 instagram.com/alexandercollege