



RED DEER COLLEGE
2015-16 APPRENTICESHIP ENROLMENT INFORMATION

Register for Apprenticeship Training at RDC in one of five ways:

Call us: 403-342-3100 or 888-475-1101

Please ensure you have your AIT (Apprenticeship and Industry Training) number and credit card ready.

Full payment is required at the time of registration. Registration is processed on a first come, first eligible basis.

Or you can complete the Enrolment Form for Apprenticeship Technical Training found at:

http://www.tradesecrets.alberta.ca/sources/pdfs/enrollment_info/enrolment_form.pdf and indicate your first and second choice for attendance. If your first choice cannot be accommodated, we will put you on the waitlist and process your second choice.

Then **Email** the Enrolment form, **Mail it**, **Drop it off**, or **Fax it to**:

RED DEER COLLEGE

ATTN REGISTRAR'S OFFICE

100 COLLEGE BLVD BOX 5005

RED DEER AB T4N 5H5

EMAIL: apprenticeship.registration@rdc.ab.ca

FAX: 403-357-3660

Hours of operation: Monday – Friday 8:30am – 4:30pm

**** RDC reserves the right to cancel, postpone, combine classes, to limit registration and alter course content, instructors, dates or times.****

Class Length	2015 - 2016 Tuition	Shop Material Fee	Activity & Wellness Fee	Student Association	Facilities, Service & Technology	Total
4 weeks	\$392.00	\$67.00	\$22.00	\$23.00	\$40.00	\$544.00
6 weeks	\$588.00	\$67.00	\$22.00	\$34.50	\$60.00	\$771.50
7 weeks	\$686.00	\$67.00	\$22.00	\$40.25	\$70.00	\$885.25
8 weeks	\$784.00	\$67.00	\$22.00	\$46.00	\$80.00	\$999.00
10 weeks	\$980.00	\$67.00	\$22.00	\$57.50	\$100.00	\$1,226.50
12 weeks	\$1,176.00	\$67.00	\$22.00	\$69.00	\$120.00	\$1,454.00

Fees are subject to change. The above fees do not include textbooks or modules.

Activity and Wellness fees are not applied to Distance Learning courses.

Refund Policy:

- In all cases, a minimum fee of **\$200 will be withheld** should you cancel your enrollment prior to the first day of class. To cancel call 403.342.3100 or 1.888.475.1101
- Fees will not be refunded after classes start.
- If the College cancels a scheduled Apprenticeship training period, all tuition and related fees will be refunded

No shows:

Orientation (the first day of classes) is **MANDATORY!** If the apprentice is going to be late or unable to attend Orientation, they must call the Trades' Program Office at 403-342-3100 or 888-475-1101 and press extension "1" or email tradesattendance@rdc.ab.ca If the Program Office is not contacted by 11am (at the latest) on the first day of classes, the apprentice will forfeit their seat and lose their full tuition fee.

Student Funding and Awards:

- **Scholarships & Awards:** Visit www.rdc.ab.ca/scholarships for information on how to apply online for RDC Scholarships and Awards. The application is available from December 1, 2015 until May 31, 2016.
- For external scholarships visit: www.tradesecrets.alberta.ca/financial-assistance; or <http://www.conocophillips.ca/in-our-community/community-investment/contributions/Pages/education.aspx> or <http://trustedpros.ca/scholarships>.
- **Contact Information:** Student Funding & Awards, Rm 1101,
 Phone: 403.342.3254
www.rdc.ab.ca/apprenticeship-funding
 e-mail: financialaid@rdc.ab.ca



FACILITIES & SUPPORT SERVICES

Parking

Parking is assigned on a first come, first served basis and apprentice fees must be paid prior to requesting parking. Please check out the Apprenticeship Parking info on our website which includes parking applications and maps

<http://rdc.ab.ca/current-students/facilities-services/parking>

2015-2016 Rates: (Apprentice Zone – Lot B, T, U) - \$16.00/week

Residence

On-Campus housing is available for Apprenticeship students. For more information, please call 403.342.3257 or look online at

<http://rdc.ab.ca/future-students/student-life/residence/housing-options/apprentice-housing>.

Students are encouraged to apply as early as possible as accommodations are assigned on a first-come, first-served basis.

Counselling and Career Centre

The Counselling and Career Centre provides a variety of free services for apprentices including career and employment assistance, and personal counselling.

Find us on the RDC website by searching “Counselling and Career Centre” or email us directly at counselling@rdc.ab.ca or employmentservices@rdc.ab.ca

Phone 403.343.4064 or stop into Room 1402!

Learning Support

Success is important to us! There are a variety of free services for apprentices including learning skills information and support for students with physical, psychological or learning disabilities. For more information email help_learn@rdc.ab.ca, call 403.357.3629 or see us in person in the Library.

Students' Association (SA)

At the SA office located upstairs in Room 2010, you can find locker rentals, a fax service, the Students' Association Used Bookstore, Draft (the student newspaper) and the SA Food Bank. This location is also the home of your student government, a place where your elected officials provide students with political representation, help with academic issues and appeals, access to Student Groups on campus, volunteer opportunities and general information.

Red Deer College Campus Store...More than just books!

The RDC Campus Store is open Monday through Friday, 8:30 a.m. – 4:30 p.m. You can purchase required course books, school supplies, RDC Gifts and Gear.

Call: 403.342.3245

Email: 0913mgr@follett.com

Fax: 403.357.3687

Web: bookstore.rdc.ab.ca

Please check website for Summer Hours.

Health, Safety and Wellness Centre

The Health, Safety and Wellness (HSW) Centre's mandate is to promote health, safety and wellness for students and employees. This is provided by direct assistance or referral either within Red Deer College or to community services.

Staffed by: Safety Specialist, Occupational Health Nurse, Administrative Assistant

Location: Room 901

Phone: 403.342.3427

Hours: 8:30 a.m. – 4:30 p.m. on weekdays (closed 10:00 – 10:30 a.m. and 12:00 – 1:00 p.m.)

ANY further assistance or questions please call us at 403.342.3100 or toll free 1.888.475.1101 or visit our website at: www.rdc.ab.ca

We look forward to your attendance at Red Deer College!