Mayfair
Business College

APPLICATION FOR ADMISSION

STUDENT INFORMATION (Required)

Last Name	First Name (legal)	Middle Name

Mailing Address of Applicant	City/Town/Province	Postal Code

E-mail Address	Home Phone	Cell Phone

Alberta Student Number (ASN)*	Former Surname

*Alberta Student Number (ASN)

You can look up your ASN or, if you have not attended school in Alberta, you can request an ASN at
http://education.alberta.ca/students/asn.aspx. If you are unable to obtain your ASN
Mayfair Business College can obtain it for you.

PROGRAM INFORMATION

Business Office Skills	Full-time/Classroom Instruction	300 hours/12 weeks
Program Name	Delivery Mode	Program Length

☐ Fall/Winter 2016 Session September 2016 start
☐ Winter/Spring 2017 Session February 2017 start

ADMISSION REQUIREMENTS (Required)

Date of Birth (YYYY/MM/DD) _____

☐ High School Diploma or
High School Diploma plus post-secondary education
such as college or university (*qualified for admission*)

Please provide the name and location of the
school where you obtained your education.

☐ General Equivalency Diploma (GED) or
High School Equivalency (*qualified for admission*)

☐ Mature Admission. I have at least 33 credits toward an Alberta High School Diploma (or non-Alberta
equivalent) with 50% or better in English 10-1 or 10-2 (Grade 10) and will write Mayfair's entrance
exam to determine my eligibility for the program. (*admission dependent on a grade of 75% or more on
entrance exam*)

PROOF OF EDUCATION (Required)

Please provide proof of education as soon as possible to verify the information above. Acceptable proof
of education includes an official transcript or an unofficial transcript. Official transcripts can be requested

102 – 11039 – 78 Avenue Grande Prairie Alberta T8W 2J7
Ph. 780-539-5090 Fx. 780-539-7089 college@mayfaircareers.com
www.mayfaircareers.com

online at https://education.alberta.ca/students/transcripts.aspx for a cost of $10.00. If you did not attend high school in Alberta, visit https://alis.alberta.ca/ec/ep/pps/high-school-transcripts.html to find out how to obtain transcripts from other provinces. Unofficial transcripts can be obtained directly from your high school. If you are unable to obtain a transcript, a copy of your diploma may be acceptable.

If your education is from another country then please provide an international qualifications assessment. Information on the International Qualifications Assessment Service (IQAS) can be found at http://work.alberta.ca/Immigration/international-qualifications-assessment-service.html.

All applications will be processed conditionally until an accepted proof of education is received.

EMPLOYMENT BACKGROUND

Please provide a copy of your resume.

EMPLOYMENT GOAL

- ❑ I will be actively seeking employment after graduation.
- ❑ I will not be actively seeking employment after graduation. I am taking this program for personal interest/professional development and not to change/obtain employment.

REGISTRATION FEE/ENROLMENT CONTRACT

If accepted to the program, a fee of $500 is required to register. This fee is applied to tuition upon commencement of training. The balance of tuition and fees are payable on the first day of training. If you choose not to attend the program a portion of the registration fee may be retained by Mayfair Business College to cover administration costs.

PROGRAM FEES

$3,360.00	$500.00	$3,860.00 ($500.00 registration fee included)
Tuition	Books	Total Cost

PROTECTION OF PRIVACY

Mayfair Business College requires the collection of personal and other information for the purpose of admission, registration and issuing income tax receipts as well as for reporting graduation and employment data to Alberta Enterprise and Advanced Education in accordance with our licensing under the Private Vocational Training Act. The information provided will be protected under the Personal Information Protection Act of Alberta. Questions regarding your privacy may be directed to Mayfair Business College Privacy Officer, Michael Rigler.

DECLARATION OF APPLICANT (Required)

I understand that this information will be maintained as part of my student record. I confirm that all information provided is both true and accurate.

_____

Date   Signature