



**MOG**  
**CAREER COLLEGE**

Medical Office Assistant & Unit Clerk  
Domestic Application  
Red Deer Campus  
Fall 2021

# ALBERTA STUDENT ENROLMENT CONTRACT FOR LICENSED VOCATIONAL TRAINING

## PART A: INSTITUTION INFORMATION

Legal Entity

MCG Career College Inc.

Operating Name

MCG Career College

Unit Number	Street Number	Street Name		
#220	4774	Westwinds Drive NE		
City		Province	Postal Code	Country
Calgary		Alberta	T3J 0L7	Canada
Phone Number		Website		E-Mail
1(888) 261-8999		www.mcgcollege.com		info@mcgcollege.com

## PART B: STUDENT INFORMATION

Last Name	First Name	Middle Name	Gender (Optional)
Unit Number	Street Number	Street Name	
City		Province	Postal / ZIP Code
Home Phone Number		Mobile Phone Number	E-Mail
Date of Birth		Alberta Student Enrolment Number / ASN	
Former Surname (if applicable)		Also Known As (if applicable)	
Aboriginal Status (Optional)	Legal Status (Optional)	International Student	

## PART C: PROGRAM INFORMATION

Program Name

Medical Office Assistant and Unit Clerk

Program Start Date	Program End Date	Program Length		
September 13, 2021	February 11, 2022	495	Hours : 19	Weeks
Delivery Mode		If other, please provide a brief explanation		
Full Time				

### Program Cost

Tuition Fees (incl. Registration Fee): <u>6500.00</u>	Supply / Kit Fees: <u>200.00</u>
Registration Fee: <u>250.00</u>	Other Fees (please specify): _____
Books: <u>400.00</u>	<b>Total Program Fees: 7100.00</b>

Privacy Notice: Alberta Advanced Education is collecting your personal information pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 for the purposes of monitoring this program and the operations of private career colleges; tracking student mobility in, and strategic planning of, Alberta's post-secondary education system; and conducting research surveys with graduates of licensed programs in accordance with the *Private Vocational Training Act*, R.S.A. 2000, c. P-24. For further information or if you have questions regarding the collection, please contact the office of the Director, Private Career Colleges, Alberta Advanced Education, 10155 102 Street, Edmonton AB, T5J 4L5, 780-427-5609.

## PART D: ACKNOWLEDGEMENT OF TERMS

Please visit <https://open.alberta.ca/publications/p24> to access the *Private Vocational Training Act* and the *Private Vocational Training Regulation*.

*Please initial beside each statement to acknowledge that you agree to the following*

### Institution / Program Information

I reviewed the *Student Rights and Responsibilities* section of the Private Career Colleges Branch's website located at <https://www.alberta.ca/student-rights-responsibilities.aspx>. Initial Here

I acknowledge that the institution did not guarantee that completing this Program will lead to employment or specific wages/salary. (Section 22(1)(b) of the *Private Vocational Training Regulation*). Initial Here

I contacted potential employers and any relevant regulatory/professional bodies to determine if they will recognize this Program for employment and/or certification in a related field. Initial Here

I received the Program outline, a written description of the Institution's rules and policies, and information about the most recent graduation and job placement rates for this Program. Initial Here

I toured the Institution and viewed the facilities and equipment available to students. Initial Here

I know how the Institution will deliver this Program (e.g. self-directed learning, online, traditional lecture). Initial Here

I acknowledge that the Institution must provide me with a copy of this contract after I sign it. Initial Here

### Admission Requirements

I provided the Institution with the appropriate documentation to show that I meet the admission requirements for this Program. Initial Here

**Applicable if under 16 years of age:** I confirm that the Institution has obtained written approval from the Director of the Private Career Colleges Branch for me to enrol in this Program. (Section 12(3) of the *Private Vocational Training Regulation*). Initial Here

### Withdrawals/Terminations

I am aware that the Institution must terminate my enrolment in this Program by providing me with written notice (Section 13(1) of the *Private Vocational Training Regulation*). Initial Here

I understand that I must provide written notice to the Institution if I wish to withdraw from the Program and terminate this contract (Section 13(1) of the *Private Vocational Training Regulation*). Such notice must be provided in a manner that I can verify the date the notice was delivered to the Institution. Initial Here

I understand that this contract is terminated on the date that the written notice is delivered (Section 13(3) of the *Private Vocational Training Regulation*). Initial Here

I understand that I must notify my funding source of my withdrawal or the termination of this contract if I am receiving student financial assistance. Initial Here

### Fee Payments and Tuition Refunds

I have reviewed the *Tuition Refunds* section of the Private Career Colleges Branch's website located at <https://www.alberta.ca/tuition-refunds.aspx>. Initial Here

I understand that the Institution may charge me a registration fee of up to \$500, which it must credit toward my unpaid tuition fees (Section 14 of the Private Vocational Training Regulation). The Institution may retain this fee if I do not attend the Program unless:

- I terminate this contract within four business days of signing it (Section 15 of the Private Vocational Training Regulation).
- The Institution terminates this contract before the Program begins (Section 16(2) (a) of the Private Vocational Training Regulation).
- The Program does not begin by the start date in Part C of this contract and I choose to terminate this contract as a result (Section 16(2)(b) of the Private Vocational Training Regulation).

Initial Here

I understand that the school cannot require or accept payment of the registration fee until I have signed this student contract and cannot accept payment of any other tuition or any incidental fees before my Program begins (Section 14(2) of the Private Vocational Training Regulation).

Initial Here

I understand that if this contract is terminated after the Program begins, the Institution is entitled to the payment of tuition fees as outlined in Section 17 of the Private Vocational Training Regulation, which is as follows:

- 25% of the total tuition fees as identified in *Part C: Program Cost* of this contract if 10% or less of the Program is provided
- 60% of the total tuition fees as identified in *Part C: Program Cost* of this contract if more than 10% but less than 50% of the Program is provided
- 100% if more than 50% of the Program is provided.

Initial Here

I understand that if I paid more tuition than the Institution is entitled to under Section 17(1), the Institution must refund me the difference.

Initial Here

I understand that any refund that the Institution is required to pay will be paid to the source of payment for my tuition fees (i.e. the student, Government, agency, or person other than the student) and/or to any outstanding student loan where applicable (Section 21 of the Private Vocational Training Regulation).

Initial Here

I understand that the Institution may withhold my credential if I do not pay my fees in full at the time of graduation.

Initial Here

### Student Complaints

I have reviewed the *Student Complaints* section of the Private Career Colleges Branch's website located at <https://www.alberta.ca/student-complaints.aspx>.

Initial Here

I will first address any concerns I have regarding the Program through the Institution's student complaint process.

Initial Here

If my complaint is not resolved through the Institution's student complaint process, I have 6 months from my last date of attendance in the Program to contact the Private Career Colleges Branch, Alberta Advanced Education by visiting [www.privatecareercolleges.ab.ca/studentcomplaints](http://www.privatecareercolleges.ab.ca/studentcomplaints).

Initial Here

### Student Information

Upon graduation, I agree to provide the Institution with information regarding my employment status, and my employer's name and telephone number.

Initial Here

I acknowledge having read the Privacy Notice relating to the collection of personal information by Alberta Advanced Education in Part C of this contract.

Initial Here

## SIGNATURE

By signing this contract, I agree to the terms of this contract and I authorize Alberta Advanced Education to collect the information in Part A of this contract, my graduation and employment status, and my employer's name and contact information from the Institution and I consent to the Institution providing this information to Alberta Advanced Education for the purposes of reporting on graduation and job placement information for this Program; monitoring operations of private career colleges; tracking student mobility and strategic planning of Alberta's post-secondary education system; and for conducting satisfaction and outcomes research surveys with graduates of licensed programs offered by private career colleges.

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Signature of Student

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Printed Name of Student

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Date

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Signature of Witness

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Printed Name of Witness

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Date

**By signing this contract, the Institution agrees to offer the Program as licensed in accordance with the *Private Vocational Training Act* and Regulation.**

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Signature of Authorized Representative

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Printed Name of Authorized  
Representative

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Date

## **APPLICATION CHECKLIST (Please initial beside each numbered item.)**

### **1. Application Forms – Pages 1-4**

Application Form: Be sure to read this entire application form as it is a legal binding contract and details the refund policies.

- Page 1: Fill in the required personal information, sign and date where indicated. Please do not adjust any of the pre-printed information. For example, the delivery mode is full time – do not change this.
- Page 2: Review and initial all statements. We abide by The Private Vocational Schools Act Retention and Repayment of Fees. Your initials confirm your full understanding of all statements.
- Page 3: Review and initial all statements. Your initials confirm your full understanding of all statements.
- Page 4: Review, sign and date as required. You will also need a witness to sign and date the form.

### **2. Educational Requirements**

Applicants must include with their application documentation that they meet one of the educational requirements:

- Completion of high school diploma verified by official transcript with a minimum of 60% in grade 12 English (either English Language Arts 30-1 or English Language Arts 30-2), or High School Equivalency Diploma (GED) verified by official transcript
  - Or
- Mature Student Status:
  - Have been out of school for at least one year
  - Have 50 Credits towards a high school diploma with a minimum of 60% in at least one English course verified by official transcript. Regardless of your level of training, we require a copy of your High School Transcript. We are not able to obtain transcripts on behalf of students. To order: [www.alis.ab.ca](http://www.alis.ab.ca)
  - Meet English Proficiency requirements
  - Must complete an academic achievement test

### **3. Rules and Regulations**

On page 6 of your application there is a place for you to sign stating that you have read and agree to abide by the Rules and Regulations set out by MCG Career College Inc. These Rules and Regulations can be found on our website under Policies and can also be found in the Domestic Student Handbook. Applicants are expected to review and be familiar with all of the policies and procedures for MCG Career College, Inc., in particular the contents of the Domestic Student Handbook.

### **4. Police Information Check**

According to the Protection for Persons in Care Act, clinical partners require a clear Police Information Check (PIC) including Vulnerable Sector Search (VSS). Any criminal code offence for which a pardon has not been received may be a deterrent to a student's entry into practicum or even the program. In cases where a PIC or VSS is not clear, the Dean or designate will conduct a formal assessment to determine whether the student would be permitted to enter the program.

### **5. Standard First Aid with CPR Level C and AED**

Students are required to provide proof of completion of the Standard First Aid with CPR Level C and AED course. Students need to maintain current certification throughout the program including practicum.

### **6. Computer Literacy**

Students are required to be computer literate for success within this program. The program utilizes blended learning approaches and harnesses the benefits of technology throughout the program. This includes, but is not limited to, word processing, spreadsheet creation, utilization of a learning management system, email management and web-based activities.

### **7. Health Requirement**

This program may be difficult for any students with arm, back, shoulder, wrist, or neck problems, due to the nature of activities required while performing the duties of a medical office assistant and unit clerk. College staff would be happy to discuss this with students that have concerns in this area. It would also be advisable to contact your family physician to consult.

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## 8. Immunizations

Students are required to provide proof of immunization status. Without complete and acceptable immunization status, practicum sites may refuse to accept students as per their organizational requirements, which could prevent successful completion of the program. By signing this application form, it is acknowledgement that this requirement is outside of the control of MCG Career College and is at the discretion of the practicum site. If they refuse to accept a student based on immunization status MCG Career College cannot necessarily find a replacement practicum site (one may not be available) which would result in the student not being able to complete practicum, which would not satisfy the requirements for completion of the program.

Immunization List:

Rubella (MMR3)  
Measles, Mumps (MMR3)  
Tetanus, diphtheria (Td)  
Pertussis (dTdap)  
Varicella, Chicken Pox (Vz)  
Influenza (Flu)  
Hepatitis B (HBV)  
Tuberculosis (PPD)  
Covid-19

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## 9. Workplace Hazards and Personal Protective Equipment (PPE)

Applicants must wear PPE as directed by the College. It is understood that these requirements may change as the situation warrants. Non-compliance will result in misconduct and could require students to leave the program.

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## 10. Enclose \$250.00 non-refundable registration fee.

Applications can be:

- **Mailed to:**  
MCG Career College INC.  
220, 4774 Westwinds Drive NE  
Calgary, Alberta  
T3J 0L7
- **Emailed to:** [info@mcgcollege.com](mailto:info@mcgcollege.com)
- **Faxed to:** 587-317-7401

Payment of the \$250.00 registration fee may be done by credit card or e transfer. When classes are filled, it will be posted on the website. If you have questions or reasons that your application will not contain all the required documentation, please contact our office at 1-888-261-8999.

**FUNDING:** Once we have received your application, we will contact you and guide you through the application process for student funding and Grant/Bursary applications. If you do not qualify for student funding, we offer an optional payment plan. If you have any questions or concerns, please contact us at 1-888-261-8999.

### DISCLAIMER:

I have read and agree to abide by the rules and regulations of the MCG Career College Incorporated as presented on the website.

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Signature of Student

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Printed Name of Student

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Date