

Application for Admission

The undersigned applicant hereby makes application as a student of APLUS Institute as ofdate for the following:

PLEASE READ AND ANSWER ALL QUESTIONS. PRINT CLEARLY USING INK

Section A: PROGRAM INFORMATION

PROGRAM:		<i>For Office Use Only:</i> Pre-Aptitude Test EA Deposit Fee TOEFL/TWE/IELTS Interview Transcripts Resume References	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Start Date: _____ End Date: _____		
How did you hear about APLUS Institute?			

Section B: PERSONAL INFORMATION

Collection, Use and Disclosure of Personal Information: APLUS Institute is committed to protecting the privacy and confidentiality of your personal information, its collection and use. The personal information on this form is being collected to determine your eligibility for admission and registration. Upon admission, this information will form part of your student record and will be used for operational activities of the Institution and for statistical purposes. The provisions of the Ontario Freedom of Information and The Personal Information Protection and Electronic Documents Act (PIPEDA) protect this personal information. **NOTE:** By filling in this form, any applicant is presumed to have given consent for the collection of such information as is required for the APLUS Institute to determine his/her eligibility for admission and registration.

Last Name:		First Name:		Middle Name:	
Permanent Mailing Address:				Phone (home):	
City:	Province:	Postal Code:		Phone (bus):	
Current Mailing Address (if different from above):				E-mail :	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Birthdate:		Place of Birth:	
		Day	Month	Year	
Canadian Citizen <input type="checkbox"/>	Permanent Resident or Landed Immigrant <input type="checkbox"/>	Refugee Claimant <input type="checkbox"/>	Student Visa <input type="checkbox"/>	If not Canadian Citizen, indicate citizenship and date arrival in Canada _____	
			Citizenship	Month/Year	
Name of Emergency Contact		Relationship		Phone Number	

Section C: SECONDARY EDUCATION

List below any studies you have completed or attempted:

School Name	Province/Country	From	To	Diploma/Certificate

Section D: POST SECONDARY EDUCATION

List below any studies you have completed or attempted:

College Name	Program/Faculty	Province/Country	From	To	Diploma/Certificate

Official Transcript:	Enclosed <input type="checkbox"/>	Forthcoming <input type="checkbox"/>				
Background:	None <input type="checkbox"/>	Dental Assistant <input type="checkbox"/>	CDA I <input type="checkbox"/>	CDA II <input type="checkbox"/>	Foreign-Trained DDS* <input type="checkbox"/>	Other <input type="checkbox"/>

Section E: RELEVANT WORK EXPERIENCE

Please indicate occupational history for the last five years. Include details of your role/position and list key responsibilities:

Declaration

I hereby certify that the information on this application is complete and correct. I also understand that any misrepresentation on my part may result in cancellation of my admission or registered status. If admitted I shall comply with the rules and regulations of the APLUS Institute, including payment of fees.

Signature of Applicant: _____ Date: _____ 20__

WHEN COMPLETED AND SIGNED, THIS DOCUMENT IS CONFIDENTIAL

Section F: APPLICATION INFORMATION

<p>Admission Requirements <i>Minimum Academic Requirements:</i></p> <ul style="list-style-type: none"> OSSD - Ontario Secondary School Diploma or Grade 12 Equivalency - GED Certificate in English, Biology, Chemistry, or Physics; Grade 12 English; Grade 11 Biology and Grade 11 or 12 in Chemistry and/or Physics 	<p>Additional Requirements for Admission:</p> <ul style="list-style-type: none"> Personal Interview Pre-Admission Aptitude Test* Manual Dexterity Test Hepatitis B immunization is required three weeks prior to start of classes Two-step TB tests Police Background Check 																								
<p>English Language Proficiency: If your first language is not English, you must complete an English language proficiency test such as the TOEFL, TWE, IELTS: CAEL or MELAB</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%;">TOEFL</th> <th style="width: 10%;">IELTS</th> <th style="width: 10%;">MELAB</th> <th style="width: 10%;">CAEL</th> <th style="width: 10%;">TWE</th> </tr> </thead> <tbody> <tr> <td>Paper-based - 520</td> <td></td> <td>6.0</td> <td>75</td> <td>60</td> <td>4.0</td> </tr> <tr> <td>Computer-based - 200</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Internet-based - 83-85</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		TOEFL	IELTS	MELAB	CAEL	TWE	Paper-based - 520		6.0	75	60	4.0	Computer-based - 200						Internet-based - 83-85						<p>Submitting Applications: Please submit your application directly to: APLUS Institute Madison Centre 4950 Yonge Street, Concourse Level, Unit 15 Toronto, ON M2N 6K1</p> <p>Transcripts:</p> <ul style="list-style-type: none"> Please attach your official transcripts with your application Your application is incomplete and will not be considered until an official transcript is received
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Computer-based - 200																									
Internet-based - 83-85																									

Applicants that have met the minimum academic requirements shall contact the school to schedule a **Personal Interview** and **Pre-Admission Aptitude Test*** (if applicable). In order to be considered for entry into the program, prospective students are required to submit official copies of all transcripts, including high school and all other records of academic work along with the completed APLUS Institute Application for Admission Form.

Pre-Admission Aptitude Test (PAAT)
Pre-Admission Aptitude Test is designed to assess general academic ability, knowledge of scientific information, and perceptual ability. It is recommended, that the PAAT be taken far enough in advance to allow for retake if needed. The Pre-Admission Aptitude Test fee is \$125.00.

Personal Interview
The personal interview is required and is considered an essential part of the admissions process providing potential students the opportunity to articulate their background, knowledge, experiences, and interest in dental hygiene.

Criteria for Selection
Admissions Committee selects candidates primarily on the basis of academic record in high school or college, PAAT scores (if applicable), letter(s) of recommendation, and interview results. Applicant's motivation to pursue a career in dental hygiene, familiarity with the dental field, extracurricular interests, career goals and leadership potential are also taken in consideration. Applicants are evaluated using established criteria without regard to national origin, colour, race, religion, disability, age, sexual orientation or gender. The Admissions Committee issues **Offers of Admission** to the successful applicants on a rolling basis. Accepted candidates are obliged to make a non-refundable deposit of \$500 (credited to the first semester tuition payment) within 30 days after Offer of Admission if received.

Since the number of qualified applicants usually exceeds the number of available positions, attaining minimum qualifications does not ensure admission. Applicants not receiving initial acceptances are placed on a *waiting list* and ranked according to their priority score.

Advanced Standing: APLUS Institute does not offer an advanced standing program for foreign-trained dentists.

Transfer Applications: APLUS Institute typically does not accept applications from students seeking to transfer from not-accredited dental hygiene schools

Office Use Only				
Is the Application:	Admitted <input type="checkbox"/>	Conditional <input type="checkbox"/>	Rejected <input type="checkbox"/>	Pending <input type="checkbox"/>
Comments: _____				
Director: _____ Signature: _____ Date: _____				

* Foreign-Trained Dentists are exempt from the Pre-Admission Aptitude Test. Notarized copies of Dental Diploma and Transcript must be submitted with this Application for Admission. Documents that are not in English must be accompanied by a notarized English translation.

Retention and Payment of Fees

20. A private career college may charge a registration fee that shall not exceed 100 per cent of the total cost of the course of instruction or \$100, whichever is the lesser, and such registration fee shall be applied to the total cost of the course of instruction. R.R.O. 1990, Reg. 939, s. 20; O. Reg. 68/03, s. 1.

21. (1) Subject to section 16 and subsection 17 (5) of the Act,

(a) where a person has contracted for a course of instruction at a private career college twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private career college at least twenty-one days prior to the commencement date of the course of instruction, of his or her intention not to commence the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person, except for the registration fee referred to in section 20;

(b) where a person has contracted for a course of instruction at a private career college twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private career college less than twenty-one days prior to the commencement date of the course of instruction, of the person's intention not to commence the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(c) where a person has contracted for a course of instruction at a private career college less than twenty-one days prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private career college at any time prior to the commencement date of the course of instruction, of the person's intention not to commence the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(d) subject to subsection (4), where a person has contracted for a course of instruction at a private career college and gives notice in writing either delivered personally or by registered mail to the private career college after the commencement date of the course of instruction of the person's intention to cease taking the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20,

(ii) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the course of instruction, and

(iii) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the course of instruction; and

(e) where a private career college has supplied equipment to a person that is in addition to the integral and essential equipment supplied with the written material for a course of instruction and the private career college receives from the person a notice under clause (a), (b), (c) or (d), the private career college may make a charge not exceeding the retail cost to the private career college, for the additional equipment or for the use thereof, as the case may be, except where the person returns all the additional equipment to the private career college unopened or as issued, within ten days of the receipt of the additional equipment by the person. R.R.O. 1990, Reg. 939, s. 21 (1); O. Reg. 68/03, s. 1.

(2) The maximum amount a private career college may retain under clause (1) (c) is \$200. R.R.O. 1990, Reg. 939, s. 21 (2); O. Reg. 68/03, s. 1.

(3) Where a private career college receives a proper notice under clause (1) (a), (b), (c) or (d), the private career college shall acknowledge receipt of the notice and provide the student with a statement of any money retained by the private career college. R.R.O. 1990, Reg. 939, s. 21 (3); O. Reg. 68/03, s. 1.

(4) Where a private career college has supplied and serviced two-thirds or more of a course of instruction and has not received a proper notice under clause (1) (d) before that date, the private career college shall not be obliged to refund any money paid for or on account of the fees by or on behalf of a person who has contracted for such course of instruction. R.R.O. 1990, Reg. 939, s. 21 (4); O. Reg. 68/03, s. 1

22. Where a person has contracted for a course at a private career college and does not give notice in writing by registered mail to the private career college prior to the commencement date of the course of instruction that is not by way of correspondence of the person's intention not to commence the course of instruction and does not attend the first five consecutive days of the course of instruction, the contract is voidable at the option of the private career college, and the private career college shall refund any money paid for or on account of the fees by or on behalf of the person, except,

(a) the registration fee provided for in section 20; and

(b) 10 per cent of the fees for the course of instruction. R.R.O. 1990, Reg. 939, s. 22; O. Reg. 68/03, s. 1.

23. (1) Where a person has contracted for a course of instruction that is not by way of correspondence at a private career college and exercises his or her option to void the contract under section 18 prior to the date upon which the first class is held in respect of any subject of the course of instruction, the private career college shall, except as provided in clause 21 (1) (e), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction, including the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (1); O. Reg. 68/03, s. 1.

(2) Where a person has contracted for a course of instruction that is not by way of correspondence at a private career college and fails to exercise his or her option to void a contract under section 18 prior to the date upon which the first class is held,

clauses 21 (1) (d) and (e) shall apply in respect of any subsequent exercise of the option even though the student may not have participated in the course of instruction, except that the owner of the private career college is not entitled to retain the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (2); O. Reg. 68/03, s. 1.

(3) Where a person has contracted for a correspondence course at a private career college and exercises his or her option to void the contract under section 18 before returning a part of the course of instruction for the purpose of marking, and even though one or more lessons may have been delivered by the private career college to the person, the private career college shall, except as provided in clause 21 (1) (c), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction including the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (3); O. Reg. 68/03, s. 1.

(4) Where a person has contracted for a correspondence course at a private career college and exercises his or her option to void a contract under section 18 after part of the course of instruction has been supplied and serviced, clauses 21 (1) (d) and (e) shall apply except that the owner of the private career college is not entitled to retain the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (4); O. Reg. 68/03, s. 1.

24. Where a private career college is required to refund any money under sections 21, 22 or 23, the private career college shall refund the money to the person entitled within thirty days of the receipt by the private career college of the notice referred to in section 18, 21 or 22, as the case may be. R.R.O. 1990, Reg. 939, s. 24; O. Reg. 68/03, s. 1.

25. (1) Where a private career college has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of a career college regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private career college has satisfied the Superintendent that the dismissal was for good cause, the private career college shall refund any money paid for or on account of the fees by or on behalf of the student except,

(a) the registration fee under section 20;

(b) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction; and

(c) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction. R.R.O. 1990, Reg. 939, s. 25 (1); O. Reg. 68/03, s. 1.

(2) Where a private career college has dismissed a student under subsection (1), the private career college may retain, in addition to the money referred to in subsection (1), an amount required to repair or replace any property of the private career college that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private career college has satisfied the Superintendent that such damage or destruction was caused by the wilful action of such student. R.R.O. 1990, Reg. 939, s. 25 (2); O. Reg. 68/03, s. 1.