

**AUTOMOTIVE**  
**BUSINESS SCHOOL**  
*of Canada*  
- EST. 1985 -

**AUTOMOTIVE DEALERSHIP MANAGEMENT**  
**(AUDM)**

**INFORMATION PACKAGE**

**January 2020**

**Cohort 19: Vancouver, British Columbia**

Thank you for your interest in the Automotive Dealership Management (AUDM) Graduate Certificate program at Georgian College!

### APPLICATION PROCESS:

To apply for the AUDM program, please contact **Cynthia Finlayson** (*Admissions Officer*), contact information below.

#### Please Note:

- A **\$75 application fee** is required.
- Official transcripts are required by Georgian directly from your post-secondary institute (must have completed a College Diploma and/or University Degree).
- ***Please request official transcripts from any post-secondary institution previously completed (College and/or University) and mail directly to:***

Attn: **Cynthia Finlayson**, Office of the Registrar C170  
 Georgian College  
 One Georgian Drive  
 Barrie, ON  
 L4M 3X9

- ***If you do not have a completed post-secondary credential, please submit a full Resume (min. 3-5 years' experience in the automotive industry or more), a Letter of Intent (1-2 pages) highlighting your reason for applying to the program and your automotive experience; along with a Letter of Recommendation from your employer.***
- Email your completed application and supporting documentation to:  
[Cynthia.Finlayson@GeorgianCollege.ca](mailto:Cynthia.Finlayson@GeorgianCollege.ca)

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*Written notification of your application decision will be emailed and/or mailed to you by the Registrar's office, to the address you have provided on your application form.*

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### COURSE REGISTRATION:

- Once you have received your acceptance letter, you will be eligible to register for your first course and pay the required fees. *Information on when to register for your first course: **AUDM1002 Customer Experience** will be provided in the acceptance letter.*
- Students will be notified as to when course registration is available via **"Time to Register"** email. This is emailed out to students, at least 1-month prior to the start of each scheduled course.

- Payment will be due prior to the beginning of each class, at the time of their course registration.
- Students will contact **Sarah Lockhart** (*Academic Support Clerk*) to register for their courses during office hours, Monday – Friday, 8:00 AM – 4:30 PM EST via toll free: **1-888-331-5343**.

### **COURSE FEES**

- **\$1,869.84** per course (effective September 2019-20 ministry fees).
- Fees are subject to change for the September 2020-21 Academic Calendar Year and may increase.

### **ORIENTATION AND AUDM 1002 CUSTOMER EXPERIENCE:**

The first course in this cohort, begins with an in-class session and is scheduled for the **week of January 20<sup>th</sup>, 2020**.

- **Orientation is planned for Monday January 20<sup>th</sup>, 2020 (2:00 PM – 5:00 PM)**
- **In-class sessions begin at 9 am on Tuesday January 21<sup>st</sup> and are completed at 4 pm Thursday January 23<sup>rd</sup>, 2020**
- **In class sessions will be located near Vancouver, British Columbia.**

Information about the location and hotel accommodations will be sent to successful candidates.

- If you have any questions regarding the admissions process, please contact Cynthia Finlayson (Admissions Officer) directly.
- If you have any questions regarding the registration process or program questions, please contact Sarah Lockhart (Academic Support Clerk) directly.

Thank you very much!

**Sarah Lockhart**  
**Academic Support Clerk, AUDM**  
 (705) 728-1968 ext. 1829  
 Toll Free: 1-888-331-5343  
[Sarah.Lockhart@GeorgianCollege.ca](mailto:Sarah.Lockhart@GeorgianCollege.ca)

**Cynthia Finlayson**  
**Admissions Officer, Office of the Registrar**  
 (705) 728-1968 ext. 1715  
[Cynthia.Finlayson@GeorgianCollege.ca](mailto:Cynthia.Finlayson@GeorgianCollege.ca)

## Cohort 19 Timetable – Vancouver, British Columbia

### Cohort 19 – Vancouver, British Columbia

	Start/End (Online)	On Site	Course	
2020		Jan 20	PROGRAM ORIENTATION (2PM – 5PM)	
	Jan 20 - Mar 6	Jan 21 - 23	AUDM 1002 CUSTOMER EXPERIENCE	
	Mar 9 - Apr 24	Mar 24 - 26	AUDM 1001 DEALER FINANCIAL MANAGEMENT	
	May 4 - Jun 19	May 5 - 7	AUDM 1000 DEALERSHIP MANAGEMENT	
	Jun 22 - Aug 7	July 7 - 9	AUDM 1003 PARTS/ACCESSORIES MANAGEMENT	
	Aug 24 - Oct 9	Sept 8 - 10	AUDM 1005 NEW AND USED SALES MANAGEMENT	
	Nov 2 - Dec 18	Nov 17 - 19	AUDM 1004 SERVICE MANAGEMENT	
	2021	Jan 18 - Mar 5	* <i>ONLINE</i>	AUDM 1006 GROWTH/OPPORTUNITY CAPSTONE

**Please Note:**

\*AUDM 1006 Growth/Opportunity Capstone is entirely online. There is no on-site for this final course.

\*\*AUDM 1000 Dealership Management and AUDM 1001 Financial Management are pre-requisites for taking AUDM 1006 Growth/Opportunity Capstone.

This cohort will finish in the Winter of 2021, with a Spring 2021 Apply to Graduate cycle.



# Application for Admission for Part-time Study

PERSONAL IDENTIFICATION			
Student ID number	Date of Birth (mm-dd-yyyy)	Email	
Last name (Family name) <span style="float: right;">(Previous last name)</span>	First name (Given name) <span style="float: right;">Middle name</span>		
Address	Home phone number		
City	Province	Postal code	Cell phone number

Male     Female     Undeclared

First Language:     English     French     Other (please specify) \_\_\_\_\_

Have you registered at Georgian prior to this term?     Yes     No

Status in Canada

Canadian Citizen     Permanent Resident     International Student

Basis for Admission Consideration (check one)

Secondary School graduate (by first day of class • transcripts required)     College or University Transfer (transcripts required)     Mature Student (19 years of age or older by first day of class and no secondary school diploma • arrange for testing)

A \$75 application fee is applicable

PROGRAM SELECTION		Program Length	Semester (i.e. 3)	Start date Year/Month
PROGRAM (MAJOR)	CAMPUS	<input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/> 4 year		<input type="checkbox"/> Fall <input type="checkbox"/> X Winter <input type="checkbox"/> Summer Year _____ 2020
Automotive Dealership Management		Vancouver		
<b>COHORT 19</b>				

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:** In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information may be used and/or disclosed for administrative, statistical and/or research purposes of the college and/or ministries and agencies of the government of Ontario and the government of Canada, including, but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may also be contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experiences and outcomes. Information will also be shared with third party service providers who are retained by the college to provide services to students or act as agents of the college (working in accordance with privacy guidelines). Georgian is required to report student level enrolment-related data to the Ministry of Training, Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. By consenting, you are authorizing Georgian to use your personal information for processing your application, acceptance or registration as well as taxation, student insurance or funding purposes.

\_\_\_\_\_  
Signature of Applicant Date

For Office Use Only			
Application entered	Coordinator approved	Applicant informed	Invoice sent
Amount Paid \$ _____	Signature _____	Date _____	

Method of Payment: PREPAID CREDIT CARDS CANNOT BE PROCESSED FOR PAYMENT

Cash (do not send cash in the mail)     Certified Cheque/Money Order     MasterCard     Visa     American Express

Credit Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_ CVV \_\_\_\_\_  
(3 or 4 digit number)

If you would like a member of the Georgian College staff to communicate or release your personal information to someone outside of the organization please indicate your consent below. Please note that this release of information is **entirely optional and voluntary**.

First name:	Last name:
Student ID # (if applicable):	

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Georgian College is compliant with the Freedom of Information and Protection of Privacy Act, 1990 (FIPPA), and endeavours to protect your information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than to facilitate the release of information that you consent to.

**Consent will be in place for one year from date below, but may be revoked in writing at any time. In no way does revoking this consent affect the delivery of services to you.** In every instance where information is shared, your contact will require specific and detailed instructions on what information can be shared.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at 705.722.1511, or [ROrecords@GeorgianCollege.ca](mailto:ROrecords@GeorgianCollege.ca); for more information about FIPPA, please contact the Access and Privacy office at 705.728.1968 ext., 5770, or [AccessPrivacy@GeorgianCollege.ca](mailto:AccessPrivacy@GeorgianCollege.ca).

Pursuant to FIPPA section 21(1)(a), I consent to the release and exchange of personal information by Office of the Registrar staff with the individual(s) named below:

Name(s)	Relationship to student or signatory	Nature of information to be released or exchanged
		I hereby authorize Georgian College to release information pertaining to the following (please check): <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Financial (tuition and fees only – not Financial Aid or OSAP related)</li> <li><input type="checkbox"/> Registration</li> <li><input type="checkbox"/> Courses/grades</li> <li><input type="checkbox"/> Other (please specify): _____</li> </ul>

Student signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Signature of witness \_\_\_\_\_