

AUTOMOTIVE
BUSINESS SCHOOL
of Canada
- EST. 1985 -

AUTOMOTIVE DEALERSHIP MANAGEMENT
(AUDM)

INTAKE APPLICATION PACKAGE

September 2019

Cohort 16: Toronto, Ontario

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

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.

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

- **\$1,890.51** per course (effective September 2019 ministry fees).

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 September 9th, 2019**.

- **Orientation is planned for Monday September 9th, 2019 (2:00 PM – 5:00 PM)**
- **In-class sessions begin at 9 am on Tuesday September 10th and are completed at 4 pm Thursday September 12th, 2019.**
- **In class sessions will be located at the Georgian College campus in Barrie, Ontario.**

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

If you have any questions regarding the registration process or program questions, please do not hesitate to contact us.

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

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

Cohort 16 Timetable – Toronto, Ontario

Cohort 16 – Toronto, Ontario

	Start/End (Online)	On Site	Course
2019		Sept 9	PROGRAM ORIENTATION (2PM – 5PM)
	Sept 9 - Oct 25	Sept 10 - 12	AUDM 1002 CUSTOMER EXPERIENCE
	Nov 4 - Dec 20	Nov 6 - 8	AUDM 1000 DEALERSHIP MANAGEMENT
2020	Jan 20 - Mar 6	Feb 5 - 7	AUDM 1003 PARTS/ACCESSORIES MANAGEMENT
	Mar 9 - Apr 24	Mar 25 - 27	AUDM 1005 NEW AND USED SALES MANAGEMENT
	May 4 - Jun 19	May 20 - 22	AUDM 1001 DEALER FINANCIAL MANAGEMENT
	Jun 29 - Aug 14	Jul 15 - 17	AUDM 1004 SERVICE MANAGEMENT
	Aug 17 - Oct 2	* <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 Fall of 2020, with a March 2021 Apply to Graduate Cycle.

PERSONAL IDENTIFICATION			
Student ID number	Date of Birth (mm-dd-yyyy)	Email	
Last name (Family name) (Previous last name)		First name (Given name)	Middle name
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 checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer Year _____ 2019
Automotive Dealership Management	Toronto			
COHORT 16				

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; for more information about FIPPA, please contact the Access and Privacy office at 705.728.1968 ext., 5770, or 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"> <input type="checkbox"/> Application <input type="checkbox"/> Financial (tuition and fees only – not Financial Aid or OSAP related) <input type="checkbox"/> Registration <input type="checkbox"/> Courses/grades <input type="checkbox"/> Other (please specify): _____

Student signature: _____ Date (mm/dd/yyyy): _____

Signature of witness _____