

# CENTRAL COLLEGE



FACULTY OF TRADITIONAL CHINESE MEDICINE  
APPLICATION FOR ADMISSION

Email: [contact@centralcollegebc.ca](mailto:contact@centralcollegebc.ca)  
<https://www.centralcollegebc.ca/>



APPLICATION FOR ADMISSION

Campus:  New Westminster  
Semester:  Spring  Summer  Fall  
Year: \_\_\_\_\_

Faculty: Traditional Chinese Medicine  
Program:  Acupuncture  Practitioner of OM  
 Herbology  Oriental Tui-Na Massage

PERSONAL INFORMATION

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*Surname (Family) First Middle YYYY/MM/DD*

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Gender:  Male  Female Current Occupation: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Status in Canada:  Citizen  Study Permit  Other: \_\_\_\_\_  
 Permanent Resident  Visitor Record

Current Address: \_\_\_\_\_  
*Apt/Unit Street City Province Postal Code Country*

Permanent Address: \_\_\_\_\_  
*Apt/Unit Street City Province Postal Code Country*

Emergency Contact: \_\_\_\_\_  
*Name Phone Number Email Relationship*

ACADEMIC DATA

List chronologically all post-secondary educational institutions attended since secondary school, including those offering extension courses (Please include the institutions you are currently attending). The last attended institution should be listed last.

Name of Institution	Location (City, Province, Country)	Program		Date Attended	
		Title	Major	From	To

CERTIFICATION – TO BE READ AND SIGNED BY ALL STUDENTS TO CERTIFY THE ACCURACY OF THE INFORMATION PROVIDED

I certify that I have provided complete and accurate responses to the items on this application. I further certify that all documents submitted in support of this application are authentic and unaltered records that pertain to me. I hereby authorize the release of any information submitted by me in connection with this application to any person, firm, corporation, association or government agency, but only to verify or explain the information, obtain pertinent records, or in connection with perjury proceedings.

I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

OFFICE OF ADMISSIONS & RECORDS		
Reviewed by _____	Signature _____	Date _____



## TUITION REFUND POLICY (In Case of Withdrawal or Dismissal)

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - a. more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - b. after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - a. before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a. of the date the institution receives a student's notice of withdrawal,
  - b. of the date the institution provides a notice of dismissal to the student,
  - c. of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - d. after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

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Applicant's Signature

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Date



TWO-YEAR UNIVERSITY REQUIREMENT

Note: Graduates of the Diploma of Acupuncture, Herbology, and Practitioner of Oriental Medicine Programs who have met the requirements of the College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMA) of BC, which includes 60 university credits of liberal arts or sciences, will be eligible to sit for the Canadian national registration exam to become Registered Acupuncturist, Herbalist, and Practitioner of TCM in the province of British Columbia. Based on reciprocity agreements, this distinction permits registrants to practice acupuncture across Canada.

CTCMA Bylaw Section 48 (1) (a.1) effective December 28, 2009

*"successful completion of not less than two (2) years of liberal arts or sciences study (comprised of at least 60 credits) in an accredited college of chartered/approved university acceptable to the registration committee,"*

Effective December 28, 2009: ALL applicants for registration are required to fulfill this requirement.

Previously a similar requirement was included in Schedule E; it applied only to BC students and included equivalent courses or 'transferable' credits. The current requirement applies to ALL applicants and refers only to university courses in liberal arts/sciences.

No applicants will be accepted to write the CTCMA competency examinations without this requirement. All applicants for registration must complete 2 years of university education before applying for registration.

- **BC Graduates and Students** – submit transcript from accredited college or university
- **Quebec Graduates and Students** – Quebec Ministry of Education issues a transcript confirming Diplome d'Etudes Collegiales (DEC). For university admission, these students are normally granted 30 credits of advanced standing, reducing a 120-credit requirement to 90 credits or 6 semesters. Some degrees require additional semesters for completion (ex. B.Eng). Please note the citation on the CEGEP transcript will be:

\*\*\*\*\*  
(Year, i.e. 2000) DEC (Diplome d'Etudes Preuniversitaire)  
\*\*\*\*\*

The Quebec Ministry of Education transcript is preferable to the CEGEP transcript. The CEGEP DES (Diplome d'Etudes Secondaires) is **NOT** the same as the DEC.

- **Other Canadian Provinces** – Please provide CTCMA with a transcript from the institution you attended. CTCMA may require you to obtain a basic credential evaluation report from ICES (International Credential Evaluation Services), depending on the courses/institution.
- **Outside Canada** – Please provide CTCMA with a basic credential evaluation report from ICES.

International Credential Evaluation Services (ICES)  
3700 Willingdon Avenue, Burnaby, BC V5G 3H2  
Tel: 604-432-8800 / Toll Free (North America): 1-866-434-9197  
<https://www.bcit.ca/ices/>

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

For all programs offered in English at Central College, applicant must demonstrate language proficiency by submitting one of the followings. (See the attached Language Proficiency Assessment Policy)

**Language proficiency requirements are admission requirements and may not be waived by either the institution or the student.**

Applicant whose first language is not English must demonstrate English Language Proficiency by submitting one of the followings:

- Grade 10 English or equivalent
- Proof of a successful completion of a recognized Canadian post-secondary educational program in English for at least two full years of academic study
- International English Language Testing (IELTS): Minimum score of 5.0 (Academic or General)
- Test of English as a Foreign Language (TOEFL): Minimum score of iBT 45 or CBT 180
- Test of English for International Communication (TOEIC): Minimum score of 600
- Completion of Central College's ESL Program Level 4 or equivalent

**Note: The score is valid only for two years from the issuance date.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## STATEMENT OF PURPOSE

Please write a statement of your background and purpose to study in the proposed major (preferably in English). Do not make your statement of purpose too general. (Max. 300 words)



## CHECKLIST

- Have you enclosed the application fee (\$150 for domestic students or \$250 for international students) payable to Central College?
- Have you enclosed the completed Application Form?
- Have you enclosed your official academic records/transcripts?
- Have you read, understood, and signed the Tuition Refund Policy for acknowledgement?
- Have you read, understood, and signed the Two-Year University Requirement set by CTCMA for acknowledgement?
- Have you read, understood, and signed the English Language Proficiency Requirement Policy for acknowledgement?
- Have you enclosed the proof of your English Language Proficiency? (If not, you are required to write the ESL assessment test or take ESL programs at Central College.)
- Have you enclosed a copy of your valid government issued photo ID (i.e. Passport, Driver's License, etc.)?
- Have you submitted your education credential for ICES report? (If applicable)
- Have you completed the Statement of Purpose?