



**RED DEER COLLEGE**  
**2018-19 APPRENTICESHIP ENROLMENT INFORMATION**

Register for Apprenticeship Training at RDC in one of three ways:

1. **Online:** Go to [tradesecrets.ab.ca](http://tradesecrets.ab.ca) and login using MyTradesecrets Profile to register.
2. **Call us:** 403-342-3100 or 888-475-1101
3. **Walk-in:** to the Registration Desk at Red Deer College Monday – Friday, 8:30am – 4:30pm

**Full payment** is required at the time of registration. Registration is processed on a first come, first eligible basis.

Class Length	2018 - 2019 Tuition	Shop Material Fee	Activity & Wellness Fee	Student Association	Facilities, Service & Technology	Total
4 weeks	\$392.00	\$67.00	\$22.00	\$25.00	\$40.00	\$ 546.00
6 weeks	\$588.00	\$67.00	\$22.00	\$37.50	\$60.00	\$ 774.50
7 weeks	\$686.00	\$67.00	\$22.00	\$43.75	\$70.00	\$ 888.75
8 weeks	\$784.00	\$67.00	\$22.00	\$50.00	\$80.00	\$1,003.00
10 weeks	\$980.00	\$67.00	\$22.00	\$62.50	\$100.00	\$1,231.50
12 weeks	\$1,176.00	\$67.00	\$22.00	\$75.00	\$120.00	\$1,460.00

**Notes:**

RDC reserves the right to cancel, postpone, combine classes, limit registration and alter course content, instructors, dates or times.

Fees are subject to change. The above fees do not include textbooks or modules.

Activity and Wellness fees are not applied to Distance Learning courses.

**Refund Policy**

- In all cases, a minimum fee of **\$125 will be withheld** should you cancel your enrolment prior to the first day of class. To cancel call 403.342.3100 or 1.888.475.1101
- Fees will not be refunded after classes start.
- If the College cancels a scheduled Apprenticeship training period, all tuition and related fees will be refunded.

**No shows**

Orientation is held the first day of class and is **MANDATORY**. You must provide notice, no later than 11am to the Trades' Program Office at 403-342-3100 or 888-475-1101, press extension "1" or email [tradesattendance@rdc.ab.ca](mailto:tradesattendance@rdc.ab.ca) if you will be late or unable to attend Orientation. Failure to notify the Trades' Program Office by 11am will result in forfeiture of your seat and tuition fee.

**FACILITIES & SUPPORT SERVICES**

**Student Funding & Awards**

- Visit [www.rdc.ab.ca/apprenticeshipfunding](http://www.rdc.ab.ca/apprenticeshipfunding) for information on how to apply online for funding and awards.
- **Contact Information:** Student Funding & Awards, Rm 1102,  
Phone: 403.342.3254  
e-mail: [financialaid@rdc.ab.ca](mailto:financialaid@rdc.ab.ca)

**Parking**

Please apply for and purchase your parking on-line by visiting our website and clicking on 'Apply for parking'.

<http://rdc.ab.ca/current-students/facilities-services/parking>

No credit card? You can purchase a Visa/Mastercard gift credit card at the bookstore or a pre-paid credit card is available at major grocery outlets or post offices. Visa debit cards are available through the bank. No hangers are required as the monitoring system uses license plate recognition.

Questions? Please email [parking@rdc.ab.ca](mailto:parking@rdc.ab.ca)

2018-2019 Rates: (Apprentice Zone – Lots B, T, U) - \$18.00 per week



### **Residence**

On-Campus housing is available for Apprenticeship students. For more information and to reserve a room, please call 403.342.3257. For further information, just go to our website: <http://rdc.ab.ca/future-students/student-life/residence/our-residence/apprentice-housing>

Due to the Canada Winter Games occurring in February and March 2019, Red Deer College Residence will not be accepting apprentice applications for Residence for the January-February intake as well as the March – April intake.

### **Counselling and Career Centre**

The Counselling and Career Centre provides a variety of free services for apprentices including career and employment assistance, and personal counselling to help manage stress, test anxiety, or anything that interferes with your program.

**Find us on the RDC website by searching “Counselling and Career Centre” or email us directly at [counselling@rdc.ab.ca](mailto:counselling@rdc.ab.ca) or [employmentservices@rdc.ab.ca](mailto:employmentservices@rdc.ab.ca)**

Phone 403.343.4064 or stop into Room 1402!

Our hours of operation are 8:30am – 4:30pm Monday through Friday (closed 10am – 10:30am)

### **Learning Support**

Your success is important to us! There are a variety of free services for apprentices including math help, learning skills information, and support for students with physical, psychological, or learning disabilities. If you received exam accommodations in school or if you experience learning difficulties that you would like to have investigated, please contact us before your training starts so that we can work together to get resources in place. For more information, email [help\\_learn@rdc.ab.ca](mailto:help_learn@rdc.ab.ca) or [disabilityservices@rdc.ab.ca](mailto:disabilityservices@rdc.ab.ca), call 403.357.3629, or see us in person in the Library.

### **Students’ Association (SARDC)**

SARDC is located upstairs in Room 2010. There you can rent your locker, access fax service, used bookstore and inquire about the Student Food Bank. This location is also the home of your student government, a place where your elected officials provide students with political representation, help with academic issues and appeals, access to Student Groups on campus, volunteer opportunities. Your Students' Association also sponsors scholarships specific to apprenticeship students, and hosts Trades Completion Ceremonies for apprenticeship graduates. For more about your Students' Association, please visit our website at [www.sardc.ab.ca](http://www.sardc.ab.ca)

### **Red Deer College Campus Store...More than just books!**

The RDC Campus Store is open Monday through Friday, 8:30am – 4:30pm. You can purchase required course books, school supplies, RDC Gifts and Gear. Avoid the lineups and pre-order your course materials online: [www.bookstore.rdc.ab.ca](http://www.bookstore.rdc.ab.ca)

Call: 403.342.3245

Email: [0913mgr@follett.com](mailto:0913mgr@follett.com)

Fax: 403.357.3687

Web: [bookstore.rdc.ab.ca](http://bookstore.rdc.ab.ca)

Please check website for Summer Hours.

### **Health, Safety and Wellness Centre**

The Health, Safety and Wellness (HSW) Centre’s mandate is to promote health, safety and wellness for students and employees. This is provided by direct assistance or referral either within Red Deer College or to community services.

Note: all safety incidents and injuries must be reported

**Staffed by:** Safety Specialist, Occupational Health Nurse, Administrative Assistant

**Location:** Room 901

**Phone:** 403.342.3427

**Hours:** 8:30am – 4:30pm on weekdays (closed 10:00 – 10:30am and 12:00 – 1:00pm)

ANY further assistance or questions please call us at 403.342.3100 or toll free 1.888.475.1101 or visit our website at: [www.rdc.ab.ca](http://www.rdc.ab.ca). We look forward to your attendance at Red Deer College!