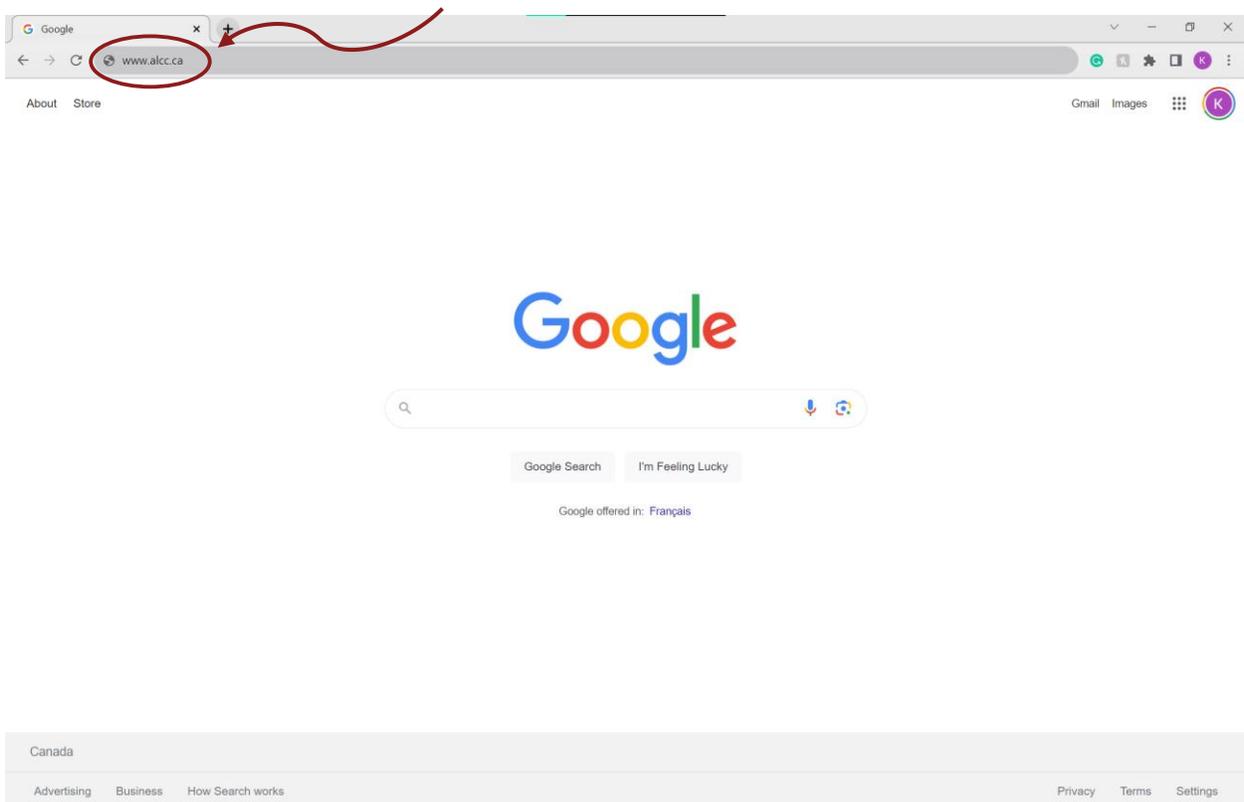


Student Portal Guide

This guide will go through the step-by-step process of applying as a Student Apex Language and Career College and join our amazing community to make your dreams come true. Follow the steps to become a part of ALCC today.

Step 1

To begin the applications process the first thing you must do is search up our ALCC website on any browser platform. Our website is www.alcc.ca or simply search alcc.ca.

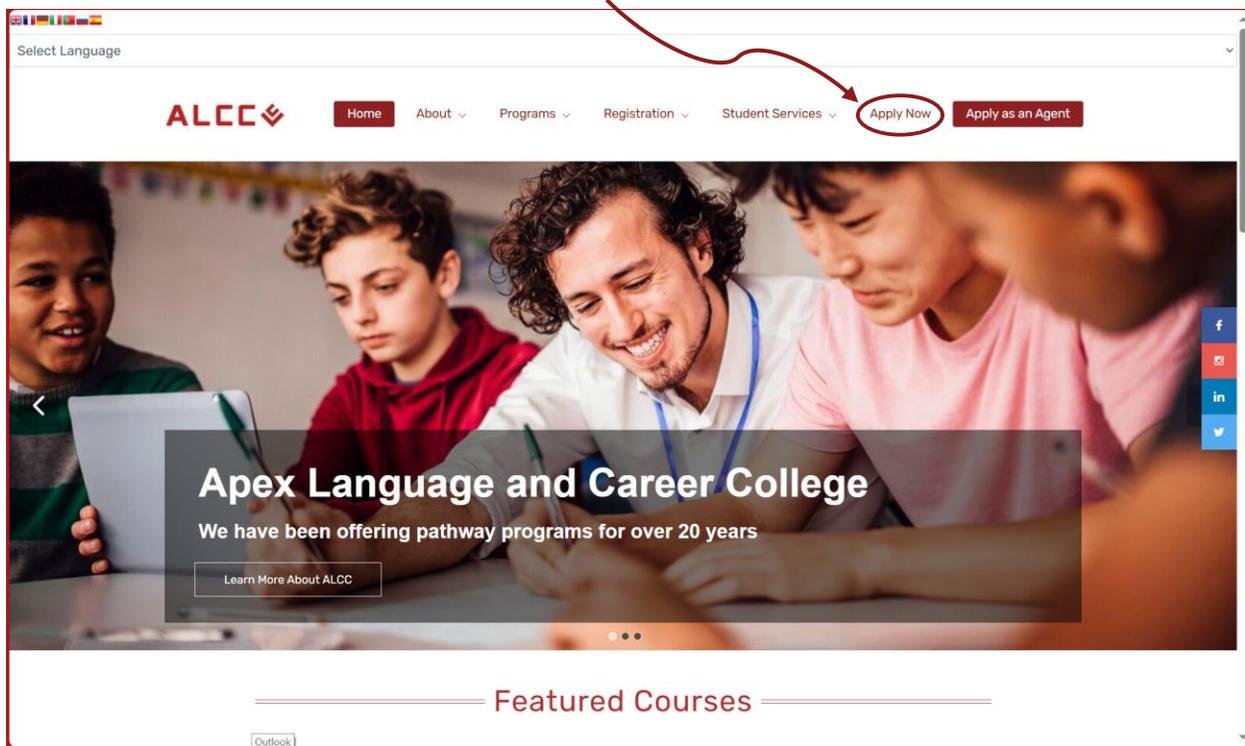


Another way to access our website is to search **alcc** in the search bar and click on the first link you see.

The screenshot shows a Google search for "alcc". The search bar contains "alcc" and is circled in red. The search results page displays "About 945,000 results (1.08 seconds)". The top result is "Apex Language and Career College" with the URL "https://www.alcc.ca". Below this, there are sections for "ALCC - Halifax", "Programs", "About | ALCC", "Fees", and "Who Are We?". To the right of the search results is a business card for "Apex Language & Career College" with contact information: "Language school in Halifax, Nova Scotia", "Service options: Online classes · Onsite services", "Located in: Garrison Place", "Address: 1526 Dresden Row Suite 205, Halifax, NS B3J 3K3", "Hours: Closed · Opens 9 a.m. Mon", "Phone: (902) 446-1818", and "Province: Nova Scotia".

Step 2

Once you get to the website, click on the **Apply Now** button on the top toolbar of the website.



Step 3

Here is the login page for the student portal. If you already have an account, click the **Sign In** option at the bottom to enter your login information.

As highlighted by the red circle at the bottom.

If this is your first time accessing the student portal and do not have an account, fill out the information below. After filling out your information, click the **Register** button to complete your application.

The first four boxes ask for your **First Name**, **Last Name**, **Phone Number** and **Email**.

As highlighted by the red rectangle.

The next box asks for **your country** of origin.

As an international student **which country are you moving from?**

As highlighted by the blue rectangle.

The last two boxes ask for a **password** and a **confirmation of the chosen password** that you would like to have for your account. It is preferred to choose a password with the at least, one capital letter, one number and one symbol for greater safety.

As highlighted by the purple rectangle.

Before clicking the **Register** button make sure to **tick the I'm not a robot** box.

As highlighted by the green rectangle.

Already have an account? [Sign in](#)

Step 5

After clicking Register, the application process will begin. This first section requests for you to provide your personal information. **Fill out every box and review each answer to make sure it is correct.** If you are satisfied with the information that you filled out, move on to the next section of the application by clicking **Save and Continue**.

Click the **Numbers at the top** or the **Previous button**, if you wish to change the information you provided in any section you have already completed.

Highlighted by the blue rectangles

Step 6

The second section of the application focuses on the **program you wish to apply to**. You will be asked what program you would like to enroll in and for how long. As well as other sets of information to understand your learning goals and how we can help you to achieve them. **Make sure to read over your information for any mistakes.**

The screenshot shows a web browser window with the URL <https://apply.alcc.ca/alcc/applications/online-application>. The page title is "Online Application" and the ALCC logo is at the top. A progress bar at the top indicates six steps: 1. Personal Information, 2. Program (highlighted in red), 3. Medical Information, 4. Enrollment Policy, 5. Payment Information, and 6. Submission.

The "Program" section contains the following fields:

- Programs*: University Bridging Program (UBP)
- How long would you like to study?: 10 (with a note: # of weeks registering)
- Start Date: 01/2024 (with a note: For University/College (mm/yyyy))
- Name of test: *English Language Proficiency Test*
- Available Services: Homestay placement
- Which partner University/ College will you attend?: Canadian University
- Have you taken an English language proficiency test?: Yes
- Date taken: 01/2023 (with a note: mm/yyyy)
- How did you find our school?: Internet

At the bottom right, there are "Previous" and "Save and Continue" buttons. At the bottom center, it says "2023 All Rights Reserved by ALCC."

Step 7

The third section of the application is with regards to your medical information. **ALCC can provide medical insurance if you need it**, so let us know on whether you would like to purchase medical insurance or already have an existing medical insurance plan.

It is important for us to be aware of any medical conditions or treatments you may have so that we can accommodate with your needs.

After you are done you can move on to the next section.

The screenshot shows a web browser window displaying the ALCC Online Application form. The navigation bar at the top shows six steps: 1. Personal Information, 2. Program, 3. Medical Information (highlighted in red), 4. Enrollment Policy, 5. Payment Information, and 6. Submission. The main content area is titled "Medical Insurance" and contains a dropdown menu with two options: "I need to purchase medical insurance (\$2 per day)" and "I have my own medical insurance and decline the ALCC group plan". To the right, there is a section titled "Do you have any medical conditions and treatments we need to be aware of?" with a text input field labeled "Medical Condition" and a small note: "If you have any medical conditions and treatments we need to be aware of, please specify. If no, please type No." At the bottom right, there are "Previous" and "Save and Continue" buttons. The footer of the form states "2023 All Rights Reserved by ALCC."

If you do need medical insurance a section will appear. Write how long you will be needing the medical insurance by filling out that section.

Please format it as shown below as highlighted by the red rectangle.

This close-up view of the "Medical Insurance" section shows the dropdown menu selected to "I need to purchase medical insurance (\$2 per day)". To the right, a text input field is highlighted with a red rectangle, containing the date range "from 01/01/2024 - to 30/06/2024". Below this field, a small note reads: "Please fill out in the following format 'from (mm/dd/yyyy) - to (mm/dd/yyyy)'". The "Previous" and "Save and Continue" buttons are visible at the bottom right.

Step 8

The fourth section discusses the enrollment policy. **Before agreeing to the policy we highly recommend that you read them thoroughly.**

ALCC
Apex Language & Career College

Online Application

1 Personal information 2 Program 3 Medical information **4 Enrollment Policy** 5 Payment information 6 Submission

1. **Visa Requirements:** Students planning to extend their studies for longer than 6 months must apply for a student authorization. Obtaining the necessary information and valid study permit is the responsibility of the student.

2. Once an acceptance letter has been issued, it is the student's obligation to come to the registered program on the first day and thereafter. The school is required to inform immigration authorities if the student fails to report to school on the program start date.

3. **Attendance Requirements:** Attendance records are carefully kept at the school for all students. Any failure to come to school without an acceptable reason is not allowed. A poor class attendance rate can affect your status as a full-time international student in Canada.

4. **Liability:** ALCC is not liable in any way to the students for any personal injury, or loss of / damage to property

I have read and understood the Enrollment Policy. I accept the terms and conditions.

1. To complete the registration process, you must complete the application form, pay the registration fees, submit a copy of a valid passport and either complete a placement test or submit the results of a recent Language proficiency test.

2. Once your application has been processed, you will receive a letter of acceptance with your study plan and fees due for your registered classes and/or services.

3. You can pay these fees by credit card via Flywire, email money transfer through a Canadian bank account or by in-person by cash or personal check. Banking and other payment information can be found below and on our website.

4. After receiving the payment of fees for your registered classes, ALCC will send your receipt, confirmation of acceptance (for visa purposes) and an official letter of enrolment (for college and university conditional admission) via e-mail.

5. All homestay applications should be made at least one month before your arrival to ensure enough time to process your request. ALCC cannot guarantee that all homestay preferences will be met

I have read and understood the Registration Procedure. I accept the terms and conditions.

Please upload a copy of your valid passport below:
(Either as a file or image)

Image Upload
Drag & Drop Files

File Upload
Drag & Drop Files

Previous Save and Continue

Click the small boxes to agree to the terms and conditions of the Enrollment Policy and Registration Procedure. The boxes should be ticked as shown below to demonstrate that you have agreed to the terms and conditions.

I have read and understood the Enrollment Policy. I accept the terms and conditions.

I have read and understood the Registration Procedure. I accept the terms and conditions.

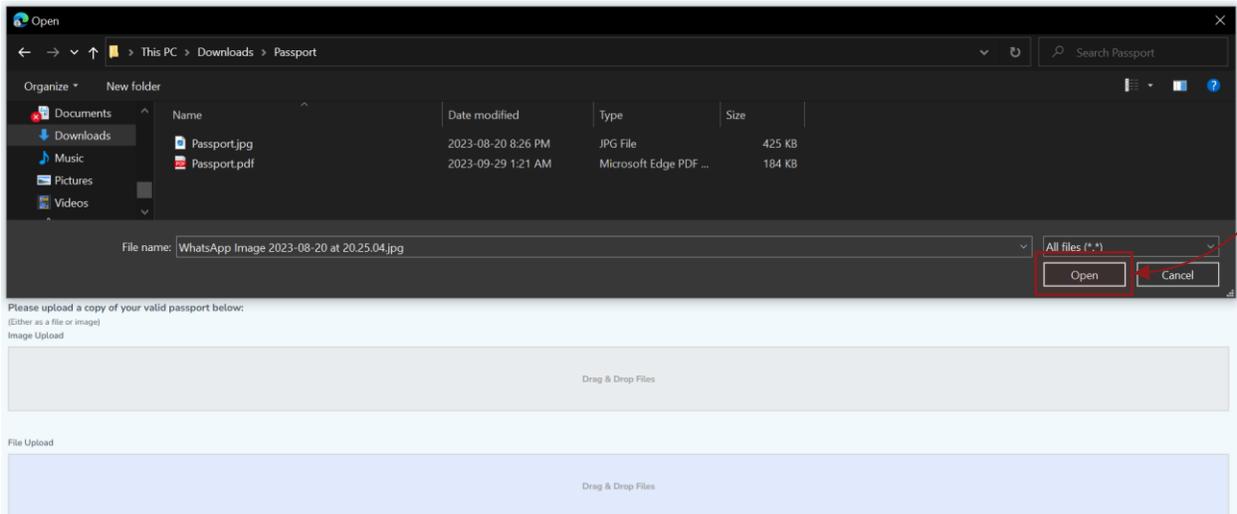
If so, you must upload a copy of your valid passport, which can be uploaded either as an image or a file.

To upload the passport as an **Image** click on the box under **Image Upload**.

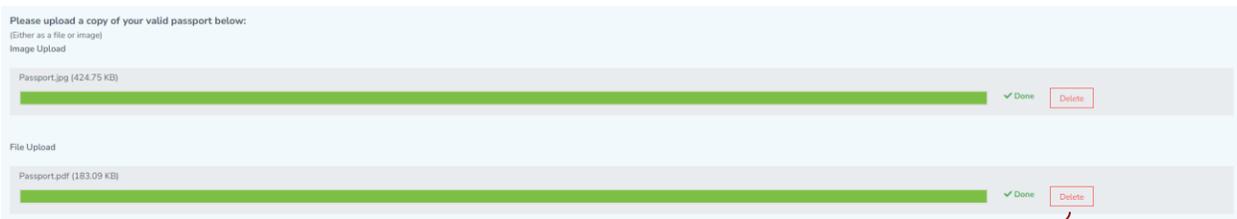
To upload the passport as a **File** Click on the box under **File Upload**.



After clicking either of those options, select the image/file of the passport to upload, then click **open**.



The documents are successfully uploaded if you see the following formatting of the boxes. **You only need to upload one of the two options; this is just an example.**



If you uploaded the wrong document, click the **delete** button and reupload the document.

Step 9

The fifth section discusses the payment information to enroll into the ALCC program you desire. **Read the Payment and Refund Policy thoroughly** before accepting the terms and conditions of the policy.

The screenshot shows the ALCC Online Application interface. At the top, the ALCC logo and name are displayed. Below the logo, the text "Online Application" is centered. A progress bar at the top indicates six steps: 1. Personal Information, 2. Program, 3. Medical Information, 4. Enrollment Policy, 5. Payment Information (highlighted in red), and 6. Submission. The main content area contains the following text:

1. Upon acceptance to the program, students must pay the tuition fee for the first term in full and a 20% deposit for the subsequent terms they wish to sign up for.
2. If a student has been denied a visa or study permit, ALCC will refund tuition fees paid, less a \$100 administration fee. A copy of the letter stating the visa denial from the immigration authority must be provided to ALCC before such refunds can be made.
3. Until the start date of the program, students who notify ALCC of their withdrawal in writing will receive a refund of their tuition fees paid, less a 20% non-refundable and non-transferable deposit.
4. There is no refund after the start date of the program.

I have read and understood the Payment and Refund Policy. I accept the terms and conditions.

If you do not understand how to proceed with any of the payment methods below, please click the following link and read the respective descriptions:

Payment Methods

--Select--

--Select--

Cash

Personal check

Wire transfer

Credit/Debit card

Email Money Transfer

Reserved by ALCC.

Previous Save and Continue

Select the method you wish to have for the payment of the program.

Step 10

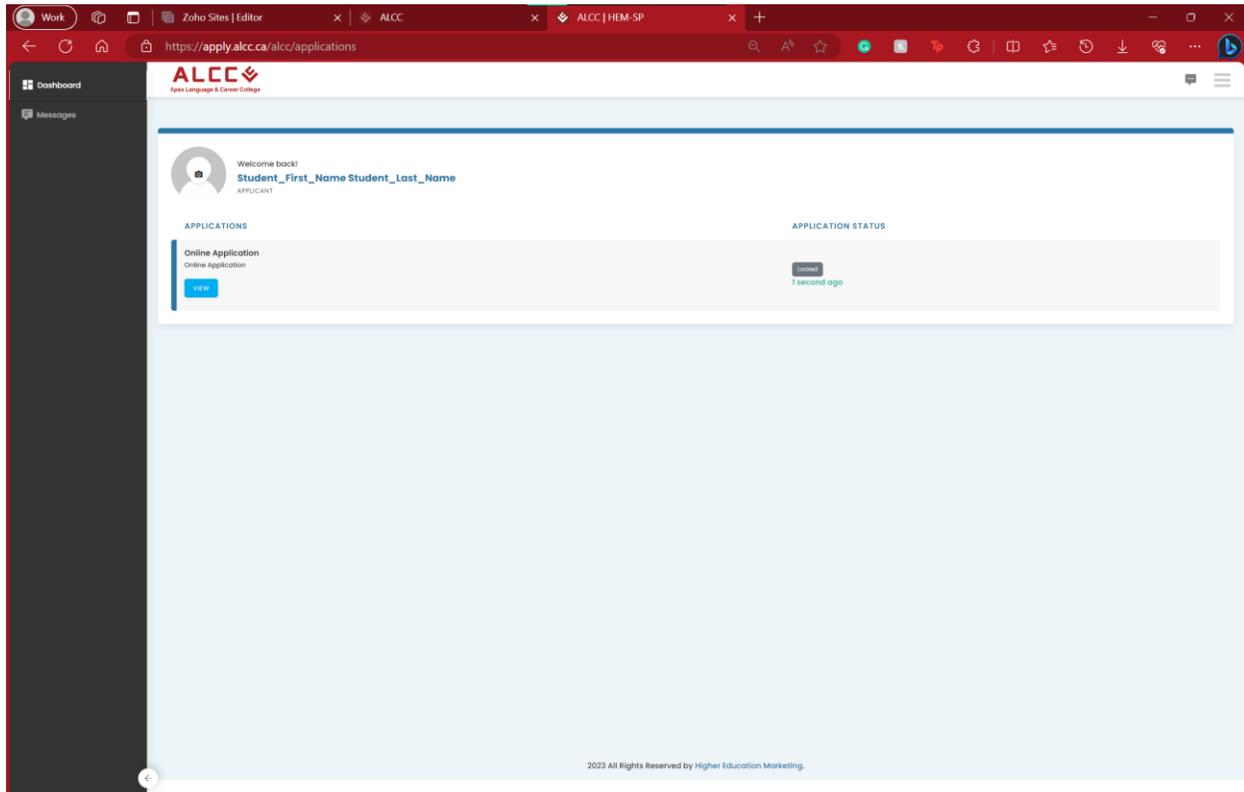
Almost done! This last section you must provide a signature in the large box and then select the date of the signature as shown in the image below.

The screenshot shows a web browser window with the URL <https://apply.alcc.ca/alcc/applications/online-application>. The page title is "Online Application" and the ALCC logo is at the top. A progress bar at the top shows six steps: 1. Personal information, 2. Program, 3. Medical information, 4. Enrolment Policy, 5. Payment information, and 6. Submission. Step 6 is highlighted in red. Below the progress bar, there is a section for signing terms, followed by a large text box containing the handwritten signature "Student". Below the signature box is a "Date of Signature" field with a calendar dropdown showing October 2023, with the 4th highlighted. At the bottom right, there are "Previous" and "Submit Application" buttons. The footer contains the text "2023 All Rights Reserved by ALCC."

Final Step

After completing the final section, you should see the page below.

If so, CONGRATULATIONS! Your student application to enroll at Apex Language and Career College is complete.



If there are any complications or issues, please make sure to revisit the steps above.

If you still have any issues, send an email to info@alcc.ca and we will troubleshoot the issue at hand.