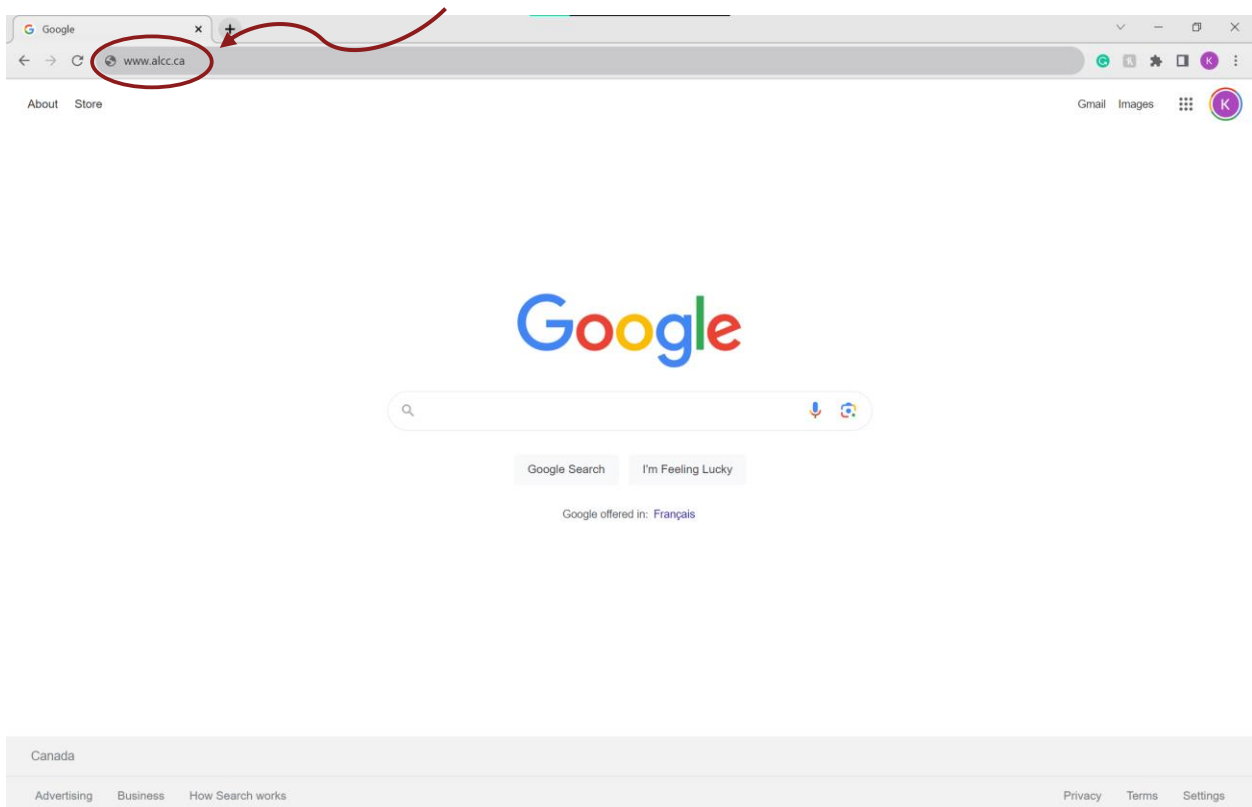


Student Portal Guide

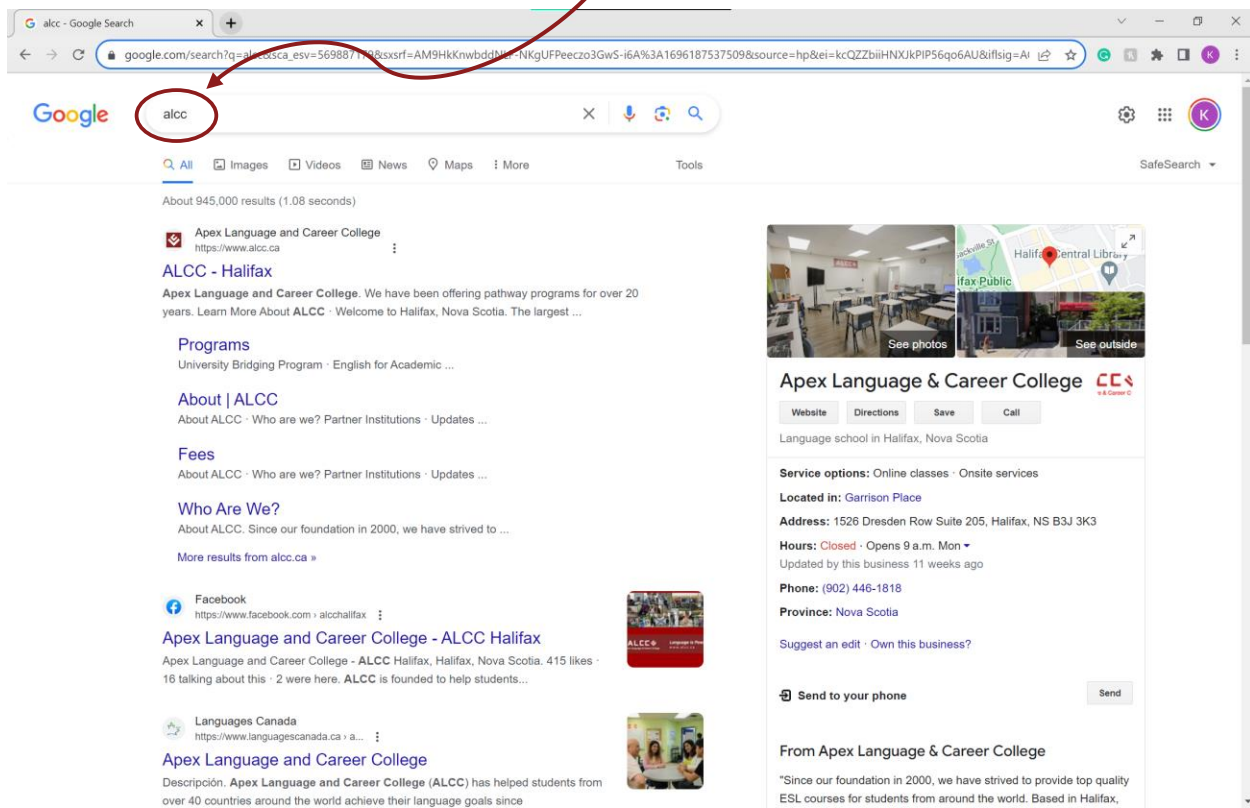
This guide will go through the step-by-step process of applying as a Student Apex Language and Career College and join our amazing community to make your dreams come true. Follow the steps to become a part of ALCC today.

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.



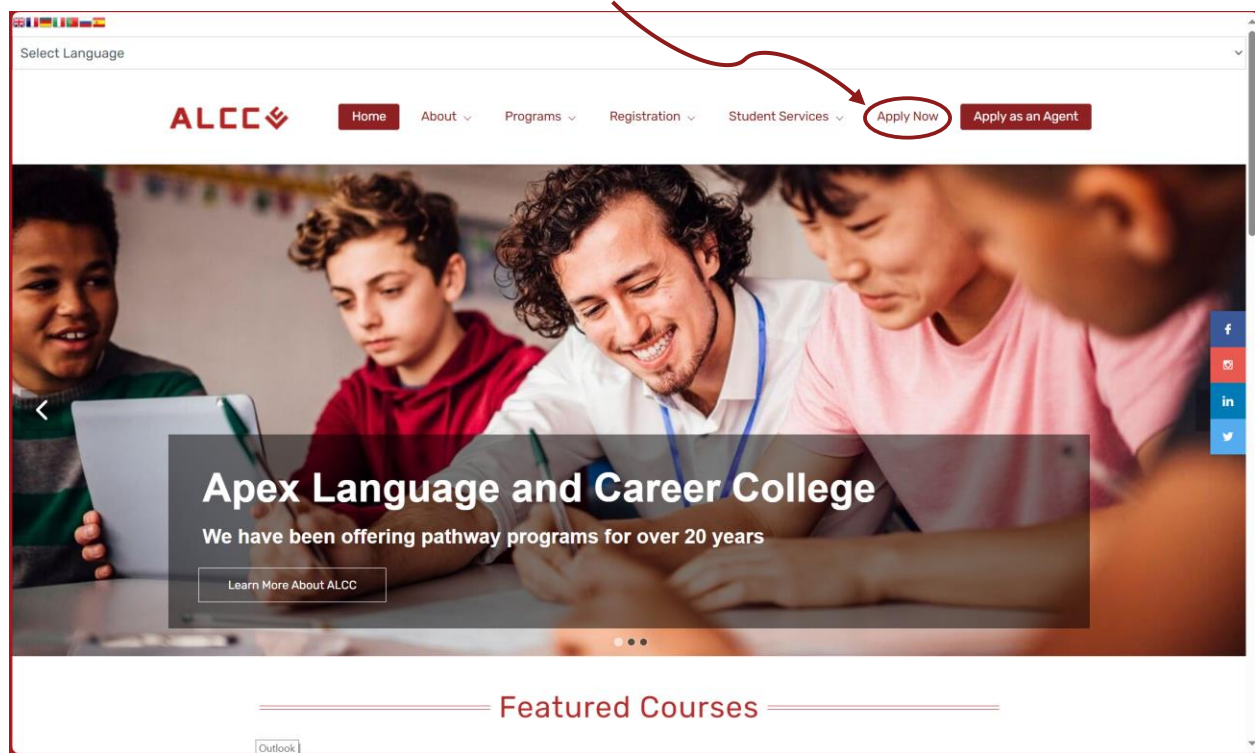
Another way to access our website is to search **alcc** in the search bar and click on the first link you see.



The screenshot shows a Google search for "alcc". The search bar contains "alcc" and the results show "About 945,000 results (1.08 seconds)". The first result is "Apex Language and Career College" with the URL "https://www.alcc.ca". Below this, there are links to "ALCC - Halifax", "Programs", "About | ALCC", "Fees", and "Who Are We?". To the right of the search results is a business profile for "Apex Language & Career College". The profile includes a map, photos, and 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**.

Online Application

1 Personal Information 2 Profile 3 Medical Information 4 Enrollment Policy 5 Payment Information 6 Submission

First Name *
First_Name

Last Name *
Last_Name

Email *
student@email.com

Date of Birth *
2000-01-01

Gender
Male

Phone Number
123-456-7890

Street Address
1526 Dresden Row Suite 205

City
Halifax

State/Region/Province
Nova Scotia

Postal/Zip Code
B3J 3K3

Country
Canada

Nationality
Canada

Native Language
English

Visa Status
Other

Emergency Contact Name
Emergency_Name

Emergency Telephone
Emergency_Telephone

Emergency Email
Emergency_Email

Previous Save and Continue

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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.**

ALCC
Apex Language & Career College

Online Application

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

Programs*

University Bridging Program (UBP)

How long would you like to study?

10
of weeks registering

Start Date

01/2024
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
mm/yyyy

How did you find our school?

Internet

Previous **Save and Continue**

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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.

Work | Zoho Sites | Editor | ALCC | ALCC | Online Application | ALCC

https://apply.alcc.ca/alcc/applications/online-application

ALCC
Apex Language & Career College

Online Application

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

Medical Insurance

--Select--

--Select--

I need to purchase medical insurance (\$2 per day)

I have my own medical insurance and decline the ALCC group plan

Do you have any medical conditions and treatments we need to be aware of?

Medical Condition

If you have any medical conditions and treatments we need to be aware of, please specify. If no, please type No.

Previous Save and Continue

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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.

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

Medical Insurance

I need to purchase medical insurance (\$2 per day)

I have my own medical insurance and decline the ALCC group plan

Do you have any medical conditions and treatments we need to be aware of?

Medical Condition

If you have any medical conditions and treatments we need to be aware of, please specify. If no, please type No.

Previous Save and Continue

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**.

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

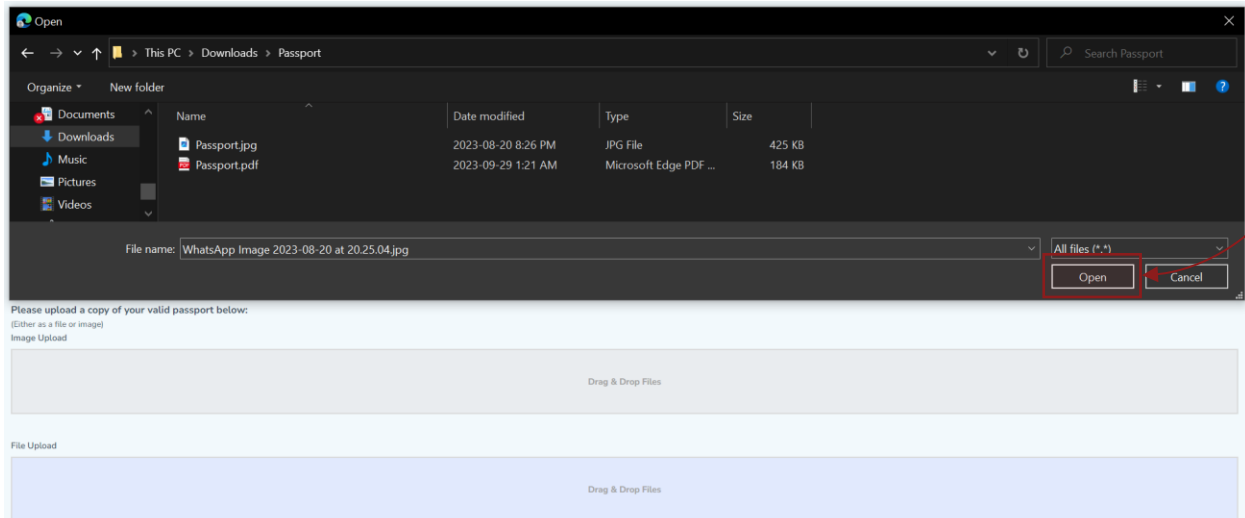
Image Upload

Drag & Drop Files

File Upload

Drag & Drop Files

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.**

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

Image Upload

Passport.jpg (424.75 KB)

✓ Done Delete

File Upload

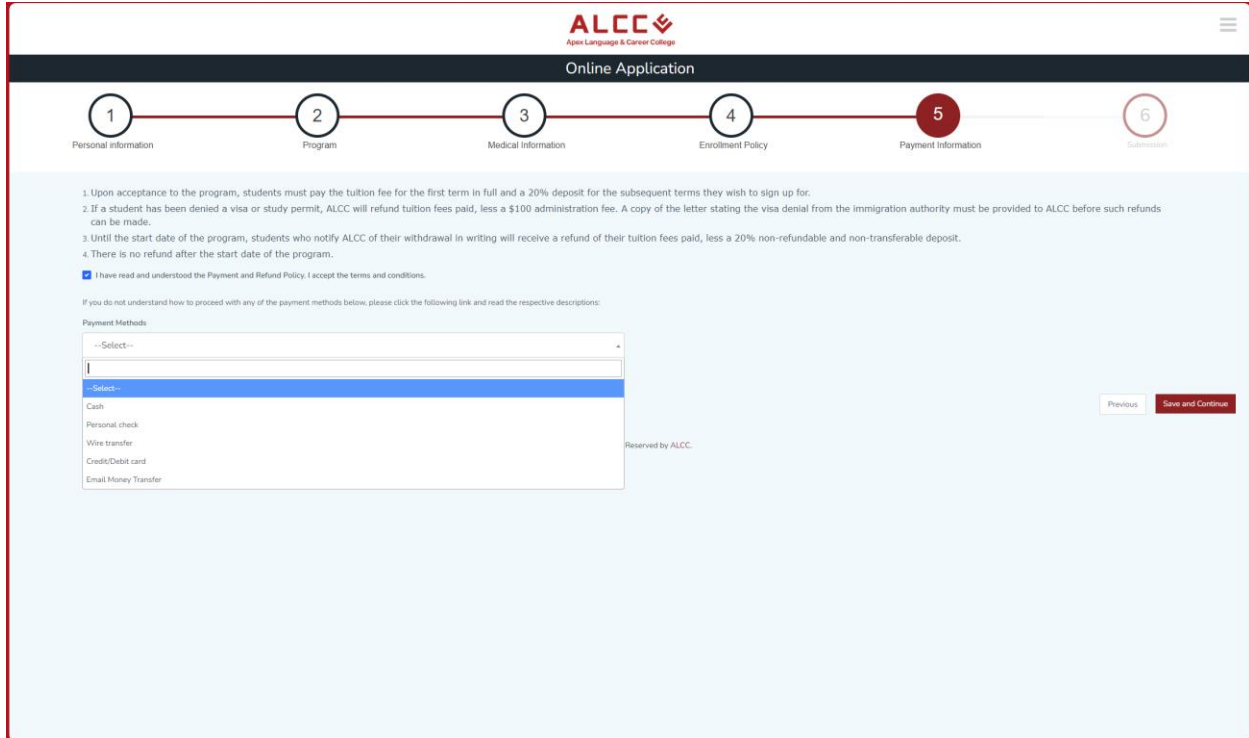
Passport.pdf (183.09 KB)

✓ Done Delete

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 header, a progress bar indicates the current step is 5, "Payment Information". The progress bar consists of six numbered circles: 1 (Personal Information), 2 (Program), 3 (Medical Information), 4 (Enrollment Policy), 5 (Payment Information), and 6 (Submission). Step 5 is highlighted in red.

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

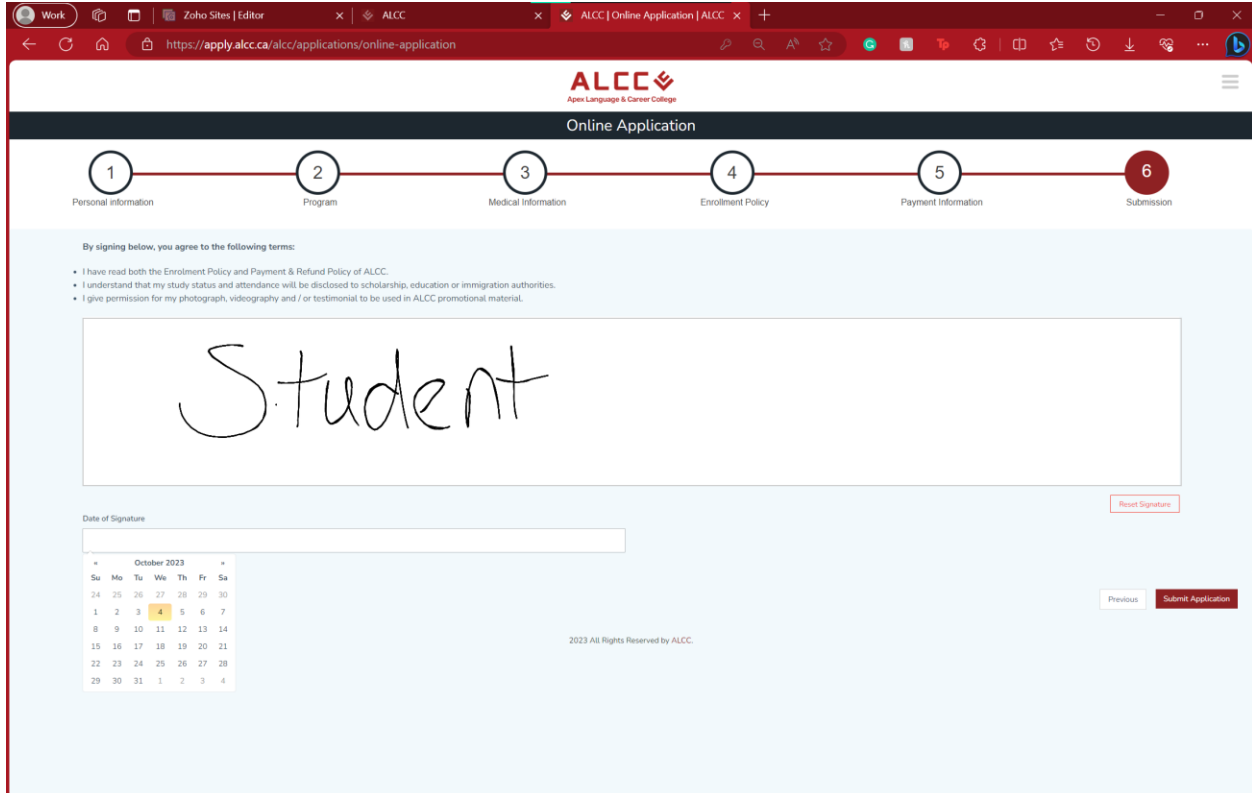
Reserved by ALCC.

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.



ALCC
Apex Language & Career College

Online Application

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

By signing below, you agree to the following terms:

- I have read both the Enrolment Policy and Payment & Refund Policy of ALCC.
- I understand that my study status and attendance will be disclosed to scholarship, education or immigration authorities.
- I give permission for my photograph, videography and / or testimonial to be used in ALCC promotional material.

Student

Date of Signature

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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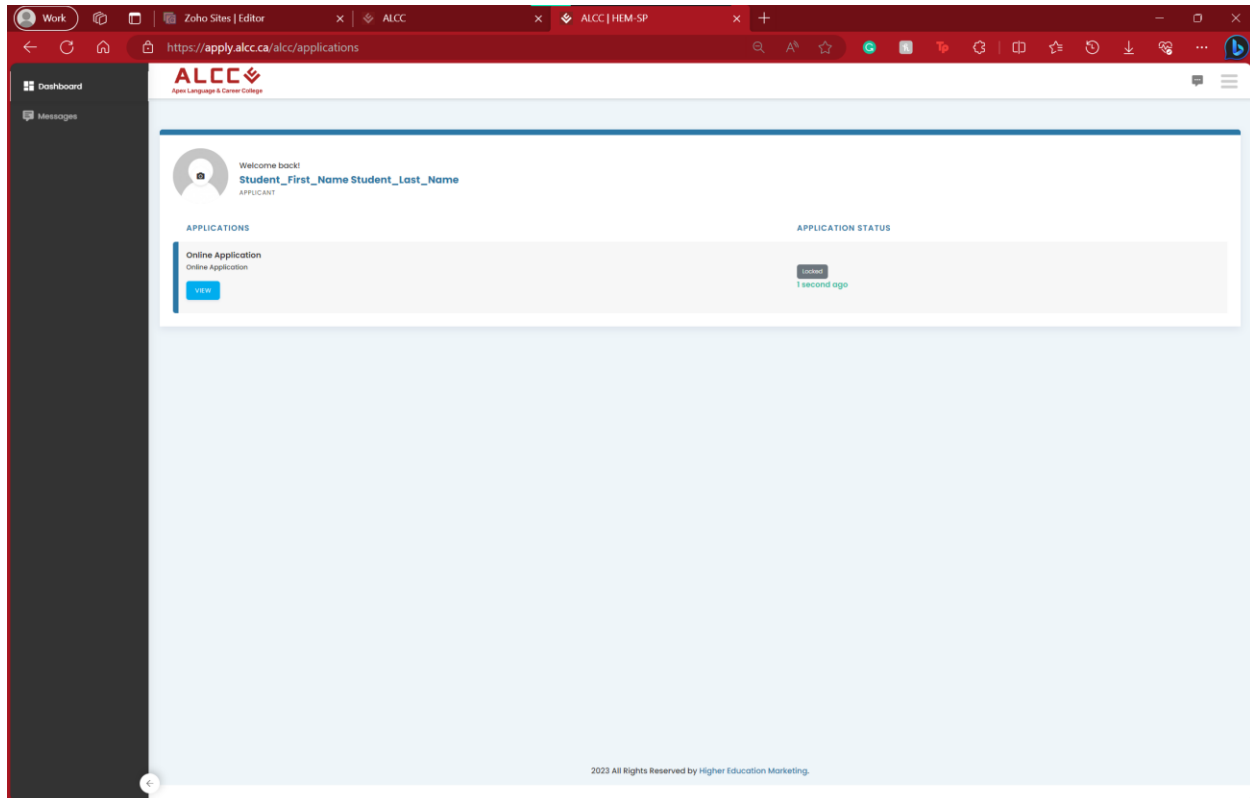
Reset Signature

Previous Submit Application

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.