

LENGTH OF COURSE 32 weeks

LOCATION OF COURSE Weyburn

PROGRAM OVERVIEW

The Business Certificate program provides a solid foundation of the major business concepts and principles for careers in accounting, marketing, management, human resources, insurance, finance and entrepreneurship.

Students have flexible options upon completion of the one-year certificate program. They have the ability to ladder into a second year business specialty, transfer credits to U of R, U of S or another post-secondary school, or start their chosen career in the workforce.

You could explore entry-level opportunities in banking, retail, real estate, human resources and more. Graduates also have the opportunity to work for a small business, large corporation, government or nonprofit organization. Entry-level positions could include management trainees, administrative assistants, financial officers and sales representatives.

YOUR CAREER

Graduates will have the knowledge and practical skills for a wide variety of administrative and supervisory jobs in many types of organizations. Or you can apply what you have learned to grow your own business.

Estimated annual earning potential ranges from \$28,100 - \$144,000

SOUTHEAST COLLEGE SCHOLARSHIPS AND BURSARIES

Over the past five years, Southeast College has awarded more than \$850,000 to its students in various scholarships and bursaries!

TUITION AND FEES

Tuition: \$4050 (based on 2020 tuition rates, subject to change without notice)

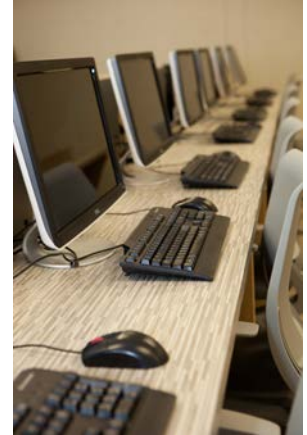
Materials: \$1800 (based on 2020 material rates, subject to change without notice)

SOUTHEAST COLLEGE AND SASKATCHEWAN POLYTECHNIC COMPARISON

Southeast College	Saskatchewan Polytechnic
Program Length - 32 Weeks	Program Length - 32 Weeks
Program Cost - \$5850	Program Cost - \$8285
Credential Received - Saskatchewan Polytechnic Certificate	Credential Received - Saskatchewan Polytechnic Certificate

* Southeast College does not charge mandatory fees

* Saskatchewan Polytechnic program costs include various mandatory fees.



Graduates will have the knowledge and practical skills for a wide variety of administrative jobs in many type of organizations.

Over \$850,000 in scholarships and bursaries awarded in the past 5 years!

Choose to save \$\$\$

Choose Southeast College!

LENGTH OF COURSE 32 weeks

LOCATION OF COURSE Weyburn

ADMISSION REQUIREMENTS

- Grade 12 or successful completion of at least 15 credit units from the Business Certificate program or the Business Diploma (Year 1)
- English Language Requirement
- Computer experience using Windows is recommended

Special Admission: Applicants who do not possess the academic qualifications for a program maybe be admitted if evidence of probable success can be established through a special admission assessment. Interested individuals should still apply. A Southeast College Student Advisor or the Registrar will contact students that fall within this category.

HOW TO APPLY

Students are encouraged to apply online at www.southeastcollege.org. Paper applications are available at any Southeast College campus location or from any Southeast College Student Advisor. Application fee is \$50.00

HOW TO CONTACT A SOUTHEAST COLLEGE STUDENT SERVICES ADVISOR

Students who require additional assistance or require more information are encouraged to make an appointment with their closest available Student Services Advisor. Appointments can be made online at: www.southeastcollege.org/students/student-advisor-online-booking/ or by calling toll free 1-866-999-7372.

COURSES

Semester One	Semester Two
ACCT 122 Introductory Financial Accounting 1	HR 120 Introduction to Human Resource Management
ADMIN 220 Organizational Behavior	LAW 220 Commercial Law
BCOM 105 Business Communications	MATH 139 Business Mathematics
COMP 120 Information Systems	MKTG 120 Marketing
ECON 120 Microeconomics	Elective 1 - TBD
	Elective 2 - TBD

STUDENT APPLICATION

Skills Training Programs

COMPLETE IN INK – PLEASE PRINT CLEARLY

Complete both sides of this application sign and date prior to submitting.

Program Name: _____ **Location:** _____

PERSONAL INFORMATION

Last Name
First and Middle Names
Former Last Name(s) (if applicable)
E-mail
Emergency Contact Name

Address

Apt. Number, Street, Box Number	
City or Town	
Province/State	
Postal Code/Zip code	Country
Phone Number	Cell Phone Number
Emergency Contact Phone #	Relation to You

Male Female

Date of Birth _____ / _____ / _____

Saskatchewan Polytechnic Student Number _____

D M Year

FINANCIAL INFORMATION

Student Loan

Fee Payer

Sponsoring Agency

Name of Sponsoring Agency: _____

Sponsoring Agency Address: _____

Sponsor Contact Name & Phone Number:

(Sponsorship letter will be required when your funding is approved)

Please complete the following section to pay application fee of \$50.00

Visa

MasterCard

Cardholder Name as printed on credit card

Signature of Cardholder

Credit Card Number

Expiry Date

CVC Code-3 digits

_____ Exp. _____ / _____

OFFICE USE

Date Application Received _____ Initial _____

Receipt # _____

Cash Cheque Debit Card Visa Master Card Exp. ___/___ CVC Code _____

This document is confidential

COMPLETE IN INK – PLEASE PRINT CLEARLY

Complete both sides of this application sign and date prior to submitting.

NOTE: ORIGINAL High School transcripts must be retained in student's file if prior education is a pre-requisite for admission. Post-Secondary transcripts may also be required. High School transcripts can be ordered through the Ministry of Education.

High School Education (List the name of the most recent high school attended and the academic grade level achieved)

Name of School	City	Province (Country if outside of Canada)	Academic Level Achieved
_____	_____	_____	_____

Did you enclose original transcripts with this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ordered transcripts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Post-Secondary Education (List the name(s) of all Post-Secondary Institution(s) attended and any credentials received)

Name of School	City	Province (Country if outside of Canada)	Academic Level Achieved
_____	_____	_____	_____

Did you enclose original transcripts with this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ordered transcripts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Is English your first language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If No, proof of English proficiency is required.)
Are you a Permanent Resident of Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a Canadian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Completion of this section is Voluntary and Confidential

Aboriginal Ancestry

Metis Non-Status Status/Treaty Indian Inuit

Visibility Minority

I am a member of visibility minority

Education Equity/Disability

I have a disability and may need assistance to participate in my program.
I may benefit from additional supports.

Indicate main activity for the last 12 months:

Working Full-time School Unemployed/looking Other

How did you find out about this program?

<input type="checkbox"/> Career Days	<input type="checkbox"/> College Staff	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Radio	<input type="checkbox"/> Friends/Family	<input type="checkbox"/> Newspaper
<input type="checkbox"/> High School Presentation	<input type="checkbox"/> Webpage	<input type="checkbox"/> Facebook
<input type="checkbox"/> Program Information Sheets	<input type="checkbox"/> Trade Show	<input type="checkbox"/> Other

A new anti-spam law came into effect July 1, 2014 in Canada, we now need your consent to contact you:

I hereby consent to Southeast College sending me program related information, notifications, invitations and etc. via e-mail, text or other electronic means. I understand that I can change my preferences and unsubscribe from receiving such materials at any time.

The information on this form is collected under the legal authority of the Regional Colleges Act 1988 and the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP). The information is used for administrative and statistical purposes by Southeast College and/or Ministries and Agencies of the Saskatchewan Government and the Government of Canada. If you have any questions about the collection or use of this information please contact the Registrar, Southeast College.

I hereby certify that all the information on this form is true and complete. I understand that false information may result in the cancellation of my status as a registered student. If admitted I agree to abide by the rules and regulations of the institute, including the payment of fees.

Southeast College permission to release information about my performance in this program to the following agency that provides me with funding _____

_____ Date

_____ Signature

Registration and Admission Procedures for Full Time Credit Programs

1. Complete and submit an Application for admission to the Registrar at Southeast College along with a **\$50.00** application fee. **This application fee is non-refundable. ONLY if the College cancels the program will the fee be returned.**
2. Applications with international documents are subject to an additional \$150 assessment fee
3. If a program has an academic prerequisite you must submit an official transcript of marks with the application. An official transcript can be obtained from Government of Saskatchewan, Ministry of Education. Official transcripts must be sent to the Registrar at Southeast College for program admission.

Note: If you are currently enrolled as a high school student or Adult 12 student at the time of your application, please submit:

- An official transcript of your most recent semester completed.
 - A list of subjects currently enrolled in (Preliminary Statement of High School Standings)
 - An official transcript showing final grade level with marks must be submitted upon graduation in order to be accepted into the program
4. If you are accepted or conditionally accepted into a Full Time program, you will receive a letter indicating your status in the program along with an invoice for a **\$500** tuition deposit. The tuition deposit is due 30 days after your acceptance letter has been issued in order to hold your spot in the program. If the tuition deposit is not received 30 days after acceptance or conditional acceptance, your seat will be forfeited, and you must reapply to the program.
 5. For applications submitted on July 1st or after, the **\$500** tuition deposit is due 10 days after acceptance or conditional acceptance into the program. If the tuition deposit is not received 10 days after acceptance or conditional acceptance, your seat will be forfeited, and you must reapply to the program.
 6. The balance of your tuition will be due **on or before the first day of** the program. All cheques should be made payable to Southeast College. **Postdated cheques will not be accepted.**
 7. Applicants sponsored by an agency or person other than themselves, must contact their sponsoring agency and arrange all administrative details regarding fee payments. Notification of sponsorship **must** be sent to the Registrar in writing ten (10) business days prior to the start date of the program.
 8. All books purchased from Southeast College must be paid for in full prior to students receiving them. **No exceptions will be made.**

For further information regarding registration for full-time programs, please contact the Registrar at the following address:

Southeast College
Box 1565
Weyburn, SK S4H 0T1
Phone: 1-866-999-7372 or 306-848-2852

Refund Policy for Full Time Credit Programs

Refund of Application Fee

The application fee is NON-REFUNDABLE. The only circumstance in which Southeast College will refund the \$50 application fee is if the program/course is cancelled by the college.

Refund of Tuition Deposit

Southeast College will refund the \$500 tuition deposit only if:

- the program is cancelled.
- the student does not meet the Admission Requirements.
- the student accepted or conditionally accepted withdraws from the program 30 calendar days prior to the start date.
 - **NOTE – the student MUST provide the College Registrar with WRITTEN NOTICE of withdrawal from the program, or a refund will not be granted. Upon receiving written notice and processing of official withdrawal, an administrative fee of \$250 will be withheld from the total amount of the eligible refund.**

Refund of Tuition

The student MUST provide the College Registrar with WRITTEN NOTICE of withdrawal from the program, or a refund will not be granted.

The following applies ON or PRIOR to 3rd schedule day of program:

Less than 30 days prior to program start date	Full refund of tuition less the full tuition deposit
On or before the 3 rd scheduled day	Full refund of tuition less the full tuition deposit

The following applies AFTER the 3rd schedule day of program:

Semester Programs – Certificate or Diploma Programs (Business Certificate and Continuing Care Assistant)	
On or before 25% completion of first (1 st) semester	25% of 1 st semester tuition, Full refund of 2 nd semester tuition
After 25% completion of first (1 st) semester	Full refund of (2 nd) semester tuition
On or before 25% completion of (2 nd) semester	25% of (2 nd) semester tuition
After 25% completion of second (2 nd) semester	No refund
Applied Certificate programs: (Industrial Mechanic, Electrician, Welding)	
On or before 25% completion of program	25% of refund of tuition
After 25% completion of program	No refund
Non-semester - Certificate or Diploma programs (Hairstylist, Heavy Equipment and Truck and Transport Certificate, Food Services Cook and Health Care Cook)	
On or before 25% completion of program length	60% refund of tuition
26-50% completion of the program length	50% refund of tuition
After 50% completion of program length	No refund

For further information regarding the refund policy for full-time programs, please contact the College Registrar at the following address: **Southeast College Box 1565, Weyburn, SK S4H 0T1** or by phone at **1-866-999-7372** or **306-848-2852**

Special Admissions for Full Time Credit Programs

Applicants who do not possess the academic qualifications for the program they are applying for, may be admitted through a special admission assessment. This assessment may include a placement test or documented evidence of previous learning. Special Admission does not apply to designated high-demand programs.

Saskatchewan Polytechnic Credit Programs

1. ACCUPLACER is a testing system that measures skills in reading, writing and math.
2. ACCUPLACER cannot assess social or science admission requirements to a program. Social and science requirements must be met through specific high-school courses or their approved alternatives.
3. ACCUPLACER is computer based testing which can be done at any Regional College or Saskatchewan Polytechnic campus. You must first apply for the program, if the Registrar deems that you do not meet the academic requirements you may receive a letter indicating that you must write and pass the ACCUPLACER in order to be accepted. ACCUPLACER does not guarantee admission for all programs.
4. Not all Full Time Credit programs have special admissions and some programs require specific pre-requisites which must be met in order to be admitted under special admissions.

For more information on Special Admissions, please contact the Registrar:

Southeast College
Box 1565
Weyburn, SK S4H 0T1
Phone: 1-866-999-7372 or 306-848-2852

Canada Student Loan Program

About the Program

The Government of Canada and the Government of **Saskatchewan** work together to provide **student** financial assistance for post-secondary students. **Loans** and grants are available to help full and part-time students access and afford post-secondary education. The amount of assistance awarded is based on financial need, according to criteria set out by the program.

Eligible students are awarded a repayable Canada Student Loan. At the end of each study period, eligible students are awarded debt reduction benefits to reduce their Provincial Loans. The Canada Student Loan is an interest-free loan while students are enrolled in their full time post-secondary studies. Any breaks during the course of study that are less than six months in length will not accumulate interest. Interest will begin to accrue on the loans at the completion or discontinuation of studies. Loans become payable, with interest, starting six months after the completion or discontinuation of studies.

Eligibility Criteria

You are eligible to apply for full-time assistance in Saskatchewan if:

- You are a Saskatchewan resident, as defined by the program;
- You are a Canadian citizen, permanent resident or protected person;
- You have financial need according to program criteria;
- You are enrolled or qualified to enroll as a full-time Post-Secondary student at a designated school in an approved program which is at least 12 weeks in length. If your program has periods of study of 6-11 weeks, you may be eligible if the shorter periods are part of a longer program;
- You will be taking at least 60 percent of a full course load, or 40 percent if you are a student with a permanent disability;
- Your previous student loans are in good standing (i.e., you must not have defaulted on a previous student loan);
- You pass a credit check if you are 22 years of age or older and applying for the first time; and
- You have not exhausted the lifetime maximum assistance limit.

Residency

If you have lived in Saskatchewan for at least 12 consecutive months before the first day of your study period (excluding time spent as a full-time student in a post-secondary education program) you are considered a Saskatchewan resident.

How to Apply

Application forms for the Canada-Saskatchewan Student Loans Program are available **online at** www.saskatchewan.ca/studentloans. New application forms become available each June. More information regarding student loans and other options to save and pay for post-secondary education can be found at www.canlearn.ca.

If you are taking a program through Southeast College and have questions regarding student loans, please contact a Student Advisor at 1-866-999-7372 or 306-848-2852.

Request for High School Transcripts (Grades 10, 11, and 12)

High School Transcript Requests are now available online.

Transcripts that include final marks from January and June are released in February and July. Please select **AFTER JANUARY** and **AFTER JUNE** to include current year high school marks on transcripts.

Go to: <https://www.k12.gov.sk.ca/etranscript/>

Please have transcripts directed to:

Southeast College
Box 1565
Weyburn, SK S4H 0T1

Definitions:

Secondary = High School

Post-Secondary = After high school such as college or university

Please note: If you are currently attending high school ensure that you answer “yes” to that question. If you do not answer yes to that question, the transcript will go immediately and it will not include 1st semester marks. The request will then need to be re-entered.

Payment:

VISA and MasterCard CREDIT are securely accepted online.

VERIFIED VISA or MASTERCARD SECURE CODE is a security requirement from your financial institution. Please contact your financial institution for more information regarding this feature.

Transcript requests will not be processed until the payment is received.

Transcript requests pending payment will be held for a maximum of 30 days.

Online secure transactions using Visa or MasterCard.

Mail a cheque/bank draft/money order (DO NOT send cash in the mail) made payable to the Minister of Finance to:

Student and Educator Services
Ministry of Education
1st Floor - 2220 College Avenue
Regina, SK S4P 4V9

When paying by mail, include the **ORDER NUMBER** with the payment to ensure successful transcript request processing.

Email:

After submitting your online high school transcript request, you will receive a series of emails such as:

- Confirmation summary of submitted request received from the Ministry.
- Confirmation of payment accepted OR declined.
- If applicable, intervention reason(s) requesting additional information before your transcript request can be processed from the Ministry.
- Confirmation of request successfully processed.

Fees

There is a non-refundable \$20.00 processing fee for a transcript request of five or fewer destinations (including those sent directly to the student).

GED records, please refer to <http://economy.gov.sk.ca/ged/transcripts> website.

Preliminary Statement of High School Standings

PLEASE NOTE:

- This form should only be used by applicants who are currently enrolled in high school classes.
- List all final Grade 10, 11, and 12 marks.
- If the student is currently taking Grade 12 courses, check appropriate semester column (s) when 30 level subject is being taken.
- Original transcript verifying completion of Grade 12 admission requirements must be sent directly to Southeast College by August 1.

TO BE COMPLETED BY STUDENT:

Surname (last name)		Apt. Number, Street, Box Number		
First	Middle Name(s)	City/Town	Province	Postal Code
Date of Birth (Day, Month, Year)		Telephone (Area code required)		
Program You are Applying To		Sask. Education Student Number		

TO BE COMPLETED BY SCHOOL OFFICIAL:

Level 10 Courses (Grade 10)	Final Marks	Level 20 Courses (Grade 11)	Final Marks	Level 30 Courses (Grade 12)	Final Marks	Indicate Level 30 Courses Being Taken		
						Sem. I	Sem. II	Non-Sem
English/ELA A10		English Language Arts 20		English/ELA A30				
English/ELA B10		Foundations of Math 20		English/ELA B30				
Foundations of Math and Pre-calculus 10		Pre-calculus 20		Calculus 30				
Workplace and Apprenticeship Math 10		Workplace and Apprenticeship Math 20		Foundations of Math 30				
Science 10		Biology 20		Pre-calculus 30				
Social Studies 10		Chemistry 20		Workplace and Apprenticeship Math 30				
French 10		Physics 20		Biology 30				
		French 20		Chemistry 30				
		Social Studies 20		Physics 30				
		Environmental Science 20		French 30				
		Health Science 20		Social Studies 30				
		Physical Science 20		Computer Science 30				
		Computer Science 20		Earth Science 30				

This student: will complete Gr. 12 by June has completed Gr. is upgrading


School Name: _____

Address: _____ City/Town: _____

Postal Code: _____ School Phone: _____

Printed Name: _____ Position: _____

Signature: _____ Date: _____





Consent to Release or Obtain Information

The Local Authority Freedom of Information and Protection of Privacy Act guarantees that information of a personal or confidential nature will be restricted from public access.

Southeast College (SC) applicants and students are required to complete and sign a Consent to Release or Obtain Information form (Consent form) if they wish to permit SC to **release** personal information to anyone outside SC. Applicants and students are also required to complete and sign this form if they need SC to **obtain** personal information about themselves from an external party.

Completed forms are maintained on file by the Registrar or the program, as applicable. They may be shared with other SC faculty and/or professional services staff as required for administration purposes.

***The consent provided herein is in effect until a request to withdraw the consent is received, or another Consent form is provided. Subsequent Consent forms replace previous consent given. ***

Full Name of Applicant or Student (First, Middle, Last) _____ Date of Birth (Month, Day, Year) _____

Current Program or Course Registration _____

1) Consent to Release Information to an External Party

I hereby permit SC to **release** my personal information to the person(s) named below (example: parent, spouse, sponsor, licensing body, etc.).

This information shall **include only** the following type(s). (Check only as applicable).

Admission/Registration Financial Academic Progress Attendance Educational/Equity Provisions Other*

*If Other, please explain: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

2) Consent to Obtain Information from an External Party

I hereby permit SC to **obtain** my personal information from the person(s) named below (Example: parent, spouse, sponsor, etc.).

This information shall **include only** the following type(s). (Check only as applicable).

Admission/Registration Financial Other*

If Other, please explain _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

3) Consent to Provide a Reference to Potential Employers *References may be provided by program personnel

I hereby permit SC program personnel to provide a reference for me to potential employers

Signatures Required

Applicant or Student Signature _____ Date _____ Witness Signature _____

*Witnesses must be over 18 years of age and cannot be a parent, legal guardian or spouse.

Request to Withdraw Consent Given

I hereby withdraw my consent to SC to obtain or release my personal information.

Applicant or Student Signature _____ Date _____

Applicants with Foreign Educational Credentials

Students with foreign or international educational credentials (transcripts) applying for admission to a Southeast College – Full Time Credit program must have their foreign educational credentials evaluated for Saskatchewan – Canadian standards.

The following must be sent to the Southeast College Registrar to have your foreign educational credentials evaluated for admission to a Southeast College – Full Time Credit program:

- 1) Completed Southeast College Application;
- 2) Certified Translation of Foreign Transcripts;
- 3) \$200 (\$50 Application Fee & \$150 Foreign Transcript Evaluation Fee);
- 4) Verification of English Language Proficiency, if English is not your first language; and
- 5) Color copy of Permanent Residence card.

English Language Requirement

English is the language of instruction and examination at Southeast College. If your first or primary language is not English, you will need to provide evidence of your English proficiency in speaking, listening, reading and writing skills. These skills are required to be successful in a Southeast College program.

Southeast College accepts a number of different options to verify your English Language Proficiency. For specific details, please refer to the English Language Proficiency (pdf) chart located at: <http://saskpolytech.ca/admissions/admission-requirements/documents/English-Language-Proficiency-Requirements.pdf>.

For more information, please contact a Student Advisor at Southeast College.

****Note****

The process to complete an English Language Proficiency assessment can be lengthy. Potential students are encouraged to apply early.